

Study program: Finance, accounting and banking, Management of business and logistics, Business informatics and e-business			
Course name: Business French I			
Professor: Suzana B. Nedeljkovic, French language teacher			
Subject status: elective course			
ECTS: 6			
Requirements: no requirements			
Aim of the course The aim of the course is to provide students with foreign language knowledge from a basic to an intermediate level (acquired through topics mentioned in methodological units) and to enhance their level of French grammar knowledge.			
Course outcomes After successfully completing the course, students will be able to: demonstrate their knowledge of a foreign language through its use in business communication, demonstrate understanding of particular terminology which will enable them to perform particular activities that they might be required to perform in their future work.			
Content of the course <i>Theoretical lectures</i> Business etiquette, telephoning and scheduling a meeting; Holding a business meeting; Planning a business trip and staying in a hotel; Business correspondence, Types of companies and types of employment, Organizational structures and departments, Interview and writing CV-s, Solving problems and handling complains, Types of banking and bank products, Insurance and types of insurance, E-business, Management styles and teambuilding. <i>Practical course work</i> Discussing a particular topic covered during lecture classes and grammar exercises; Simulations of particular situations and practicing the use of particular vocabulary (pair work); Practicing giving oral presentations of information on a particular topic. Grammar exercises (passive and indirect speech).			
Literature <ul style="list-style-type: none"> • Comment vont les affaires, Anne Gruneberg, Béatrice Tauzin, Paris, Hachette, 2000 • Alter ego, Annie Berthet, Catherine Hugot, Béatrix Sampsonis, Paris, Hachette, 2006 • La conjugaison 12000 verbes, Paris, Bescherelle, Hatier, 2000 • Grammaire Progressive du Français, Niveau débutant, Maïa Grégoire, Paris, CLE International, 2001 • Valentin Putanec, Francusko-hrvatski ili srpski rečnik, Zagreb, Nova školska knjiga, 2002 			
Total number of active teaching classes		Lectures: 30	Practical course work: 30
Teaching methods Lectures, practice classes, simulations of particular situations, hybrid teaching			
Evaluation (maximum points 100)			
Pre-exam activities	Points	Final exam	Points
Active participation in lecture classes	5	Written exam	/
Active participation in practical course work	5	Oral exam	45
Colloquium 1	30	
Colloquium 2	/		
Term paper(s)	15		