

Business French B1.1 (target niveau)

Course Materials	Communication Situations		Grammar & Phonetics
	oral	written	
<p>e.g.</p> <ul style="list-style-type: none"> Course homepage Online exercises with automatic correcting in grammar points and phonetics as well as vocabulary Audio and video files on the themes of career and professional life (short presentations of companies and careers) Written vocabulary and grammar exercises Corporate websites corresponding to themes Websites with job descriptions Figures and graphics of large and small companies 	<p>Simple dialogues with the following tasks – e.g.</p> <ul style="list-style-type: none"> Using figures (contact data) Establishing contacts (directly and on the telephone) Introducing one's self and a company Making appointments Providing information Registering (for a training course, a seminar) Leaving messages Relating work experiences Describing professional tools (hard- und software) and work-places Giving short presentations (e.g. on a company, a job etc.) Summarizing from audio or video files Expressing personal opinions on economic issues 	<p>Writing short texts (100 to 150 words) – e.g.</p> <ul style="list-style-type: none"> Introducing one's self Describing professional responsibilities Describing working conditions Emails for requesting and providing information Writing simple newspaper articles on economic themes or companies Describing the differences between large and small companies Defining a professional profile (necessary characteristics, experience, education) Compiling a glossary 	<p>Review of basic grammar, e.g.</p> <ul style="list-style-type: none"> Verb groups & irregular verbs (present, command form, future) Prepositions of location Declension of common verbs, adjectives Possessive & demonstrative adjectives Articles Negation Adjectives Simple questions The pronouns COD/COI Relative pronouns: qui, que, dont Passé composé (auxiliary verbs & forming a participle) <p>Phonetics</p> <ul style="list-style-type: none"> Rules and problem cases of hard and soft consonants: [s/z], e/é/è/ê, [y/u] etc. Reading practice
<p>Recommended Dictionaries and Supporting Websites</p> <ul style="list-style-type: none"> Internet dictionaries: Leo, Larousse etc. Verbs: www.leconjugueur.com 			