

French Foundations for the Workplace

Course aims

The aim of this course is to provide you with a foundation in French, with a focus on workplace settings. By the end of the course, you will acquire basic communication skills in French to handle simple workplace interactions. This includes greetings, introductions, polite expressions, basic workplace vocabulary, and elementary conversation relevant to a business environment. The cultural aspects and codes related to some French speaking countries will also be integrated into the programme.

Who the course is for

Professionals and students who wish to acquire foundational language skills in French for workplace communication.

Language requirement

The course is recommended for complete beginners. No prior knowledge of French is required.

Course fees

£170

Course start

18th February 2025

Contact hours

1.5 hours / week. Tuesdays 6:30 – 8:00pm

Class size

9-16 (with a minimum enrolment of 9 for the course to run)

Mode of delivery

In-person at the University of Sussex campus

Teaching methods

The course will emphasize real-life communication and practical use of language in business context.

Examples of activities:

- Role-playing workplace conversations
- Partner work to practice dialogues
- Grammar and vocabulary applied to professional communication
- Pair and group discussions to practice phrases and vocabulary.
- Listening activities using workplace-related dialogues.

Assessment and self-study

This is a non-credited course and there will be no assessments. Self-study material will be provided so that students can maximise their learning.

Course outline

Week 1: Greetings and introductions in a professional context

Week 2: Describing your workplace environment (office and facilities)

Week 3: Describing your jobs or future jobs

Week 4: Expressing preferences at work

Week 5: Organising and setting up a meeting (time, days and months)

Week 6: Travelling for business (transport)

Week 7: Travelling for business (hotel and business facilities)

Week 8: Ordering food during a business meal in a restaurant

Week 9: Expressing opinions and reacting

Week 10: Writing and answering simple and short professional emails