Bocconi

Università Commerciale Luigi Bocconi
Language Center

Class contents and exam requirements

French Language

Codes 20366-20372 and 20416
Learning Path B2 business
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B2 Business Course

This course is aimed at students who have a B1 general entry level knowledge of the language and is designed to prepare them for the final exam at B2 business level. This is a curricular course giving students credits for a B2 exit level (as established by the Council of Europe). The course consists in one module, sub-divided in two semesters:

- II semester, 1°year course (code 20366-Path B2, lessons only)
- I semester, 2°year course (code 20372-Path B2 business, lessons + exam).

Please remind that the class group is run if the minimum number of applicants is reached.

Program

The course helps students to build up business-related vocabulary and enables them to communicate in a professional context. Class work aims to develop students' grammar, lexical, communicative and pragmatic competences and focuses on professional, economic and social situations.The syllabus covers the following topics:

Thèmes	Savoir-faire professionnels	Compétences fonctionnelles
L'environnement socio-économique La conjoncture économique L'Union Européenne La mondialisation	Analyser les données socio-économiques d'un pays	Comparer, commenter des données chiffrées Quantifier
La création d'entreprise Profil du créateur Naissance de l'idée Montage du projet Lancement de opérations	Décrire le parcours du créateur Présenter une entreprise (activité, forme juridique, implantation…)	Situer une action dans le temps Localiser dans l'espace
Les ressources humaines La gestion du personnel Les relations sociales	Comprendre une annonce Rédiger un CV, une lettre de motivation Analyser un contrat de travail Fixer, reporter, annuler un rendez-vous Rédiger une note d'information, un e-mail	Présenter un parcours professionnel Situer une action dans le temps Se justifier, exprimer la cause
La démarche mercatique La connaissance du marché Les méthodes de distribution Les moyens de communication	Réaliser un questionnaire d'enquête Positionner un produit Rédiger un compte-rendu Analyser différents moyens de communication	Exprimer la finalité, le but
L'activité productive L'organisation de la production La contrefaçon	Comprendre et expliquer un processus de fabrication Rédiger le compte-rendu d'une visite	Rapporter les propos d'autrui
La négociation commerciale La force de vente La commande Le service clientèle	Comparer les différents moyens de passer commande Formuler une réclamation par lettre/e-mail Demander un délai de paiement	Exprimer une idée d'opposition, de concession
Les résultats de l'entreprise	Comprendre un communiqué financier, un bilan	Exprimer une comparaison
La banque – les moyens de paiement	Découvrir les services bancaires Demander un report d'échéance	Exprimer l'hypothèse, la condition
Les assurances et la protection sociale Les risques Le contrat d'assurance L'Etat providence	S'informer sur les conditions du contrat d'assurance Résumer un texte	Exprimer la conséquence

Les échanges internationaux	Comparer, analyser des données chiffrées Conseiller sur des habitudes culturelles	Articuler un discours.

Set textbooks

- L. Schena, C. Desoutter, C. Zoratti, *Le Français en contexte,* Edizioni LED, 2003
- Cécile Desoutter, Claudia Zoratti, *Vers les écrits professionnels. Principes et pratiques*, Edizioni LED, 2011
- Authentic material supplied by the teacher in class: newspaper and magazine articles, internet, videos, television and radio recordings.

B2 business exam

Knowledge is assessed by one of the following methods, among which students can choose:

- international certification from among those recognized by the University (see www.unibocconi.eu > Language Center > Language Certificates), or
- Bocconi exam, which corresponds, like international certificates, to the Common European Framework standards.

The exam consists of a written paper and an oral exam. Both the written and the oral exam need to be passed. In order to take the oral exam, it is necessary to:

- pass the written exam (minimum mark 18/30)
- have a test score that hasn't expired, i.e. that is still valid (see **Written Exam**, **Validity**)

Students can choose to retake the written exam before the taking the oral exam but must remember that handing in their paper annuls any previous grade given.
Students must enroll for all the exam via the Punto Blu.

Written exam

The written exam is divided in two parts, the first is listening, the second a reading comprehension. The final grade is the total score from the two in thirtieths.
Both mono- and bi-lingual dictionaries can be used.
Duration of exam: 120 minutes from the end of the listening being played.

Description of exam stages

First Part	Listening to one or more texts-monologues or dialogues-containing data, opinions-descriptions and explanations.	
Objectives	Check candidates' ability to: - understand a listening passage and make brief notes on the information contained therein - report accurately in a structured written form the information and opinions expressed, possibly containing personal standpoints	
Exam	Writing a memo, letter or short report following the instructions given	**15/30**
Second part	Reading comprehension of one or more authentic texts, possibly containing graphs, tables and images.	
Objective	To verify: -Correct understanding of written texts -capacity to rework contents into the correct format for professional use	
Exam	Writing a short report on a topic given, possibly containing personal standpoints and following the instructions given	**15/30**

Validity

The written exam is valid a limited amount of time:

- if passed by 31st December 2012, it is valid for the 3 subsequent oral exams
- if passed from 1st January 2013, it is valid for the 3 subsequent oral exams, and it is also valid for the subsequent 12 months but there is a penalty that must be paid (see **Oral Exam**, **Validity**)

Oral exam

The oral exam is in two parts: presentation and discussion. The student brings a dossier of 4 or 5 articles on one of the topics in the syllabus and approved by the teacher, and another subject is chosen during the exam by the examiner. These are then discussed.
It is indispensable that the above-mentioned items are prepared thoroughly for the oral exam and students are advised to prepare themselves well in advance of the date. Details on how to prepare for the exam are to be found on line in the library for each language (Bocconi e-learning platform) or at: www.unibocconi.it/centrolinguistico in Laboratori linguistici > Materiali di autoapprendimento on-line.
Duration of exam: 15 minutes

Description of exam stages

Presentation	Presentation of the dossier (10-12 minutes)
Discussion	Discussion of the topic presented, led by the examiner, and discussion of a second topic, chosen by the teacher from those contained in the course program

Validity

The oral exam can only be taken once you have passed the written exam (see **Written Exam**).
Students will be assessed in terms of their practical ability to communicate. During the oral exam marks can be added to or subtracted from the written exam result in the following way:

- by +3 or -3, if the oral exam is passed within the 3 oral exams subsequent to the written exam
- by +1 or -3, if the oral exam is passed after the first 3 subsequent oral exams, but still by 12 months subsequent to the written exam (this option is possible only for students who take the written exam after 1st January 2013).

Concluding info

The assessment of language skills depends both on the result of the final exam and on marks awarded during the year.
Students who pass the exam (minimum 18/30) can be awarded extra points, up to 3/30.
These points have limited time validity and will be will be added to the final grade by the teacher, as follows:

- Positive participation in the course
- Partial exam

Positive participation in the course and self-study activities

Up to 2 additional points (two/thirtieths) may be added to the final grade when a student has attended the course, participated actively in it and completed self-study assignments. These points are awarded at the teacher's discretion as follows:

- 1 thirtieth for attending at least 75% of the classroom lessons (total classroom teaching hours: 72, codes 20366 and 20372);
- 1 thirtieth for completing the self-study program as indicated by the teacher.

The total additional points are added by the teacher at the end of the annual course according to criteria as explained in class or as described on line (in each language's Library, Bocconi e-learning platform) and are valid for nine months after the end of the course (January-September inclusive).

Partial exam

The "partial exam" consists of a written test.
It is optional and all students enrolled in the 1st year (attending lessons and not) can take the exam. It takes place once a year at the end of the first semester (on June). All students must enroll via the Punto Blu.

Activity	*Extra points*	*Validity*
Partial exam passed	1/30	9 months (from January to September inclusive)

The test checks both grammatical and lexical skills required in the program of the course. The themes concern the socio-economic scenario, enterprise creation and human resources, with a focus on grammar and vocabulary skills, as indicated in the Minimum entry requirements

The exam covers the 1st semester topics of the course books:

- *Le français en contexte* : 1, 2, 3, 7, 9 ;
- *Vers les écrits professionnels, Principes, observation et analyse* : from chapter 1 to 6, and chapter 8;
  Pratiques, unités d'application : 1, 2, 3, 4 (section 1), 8, 10 (activities : 1, 2, 3, 4).

Structure of the partial exam

- Written exam
- Duration of the exam: 60 minutes
- Neither mono- nor bi-lingual dictionaries can be used.

Grammar exercises consisting in multiple choice answers, completion, transformation on the topics of the course book. Vocabulary exercises, multiple choice answers, completion, cloze test and writing of a short report.

The final grade is expressed by "pass" or "fail"; the extra points will be awarded in case of positive result "pass" (achieving at least 80% of the total score = at least 48/60).