

As Per NEP 2020

University of Mumbai



Syllabus for Basket of OE	
Board of Studies in French	
UG First Year Programme	
Semester	II
Title of Paper	Credits
French language and culture for Business and Management Professionals	2
From the Academic Year	2024- 2025

Sr. No.	Heading	Particulars
1	Description the course : Including but Not limited to :	French language and culture for Business and Management Professionals This course is tailored to provide future business and management professionals with essential French language skills needed to thrive in international work environments. Students will learn basic and foundational vocabulary, key business terminology, and cultural insights, enhancing their ability to communicate in terms of making simple sentences and carrying out basic conversations with French-speaking colleagues, clients, and partners. Mastery of French will open doors to global career opportunities, enabling students to navigate cross-cultural business contexts with ease and professionalism.
2	Vertical :	Open Elective
3	Type :	Theory
4	Credit:	2 credits
5	Hours Allotted :	30 Hours
6	Marks Allotted:	50 Marks
7	Course Objectives: (List some of the course objectives) -Read and interpret key business-related French vocabulary commonly found in professional correspondence, meetings, and documents. -Engage in basic conversations to effectively communicate with French-speaking clients, colleagues, and partners in a professional setting. -Develop cultural competency by understanding French business etiquette, practices, and the professional norms of French-speaking environments. _Build confidence in using French for networking and conducting day-to-day tasks like writing and responding to emails.	

8	Course Outcomes: (List some of the course outcomes) -Understand basic french grammar and vocabulary -Learn and use vocabulary related to business and management. -Acquire basic conversational skills and be able to greet and talk to french clients -Acquire an understanding of work culture in France.
9	Modules:- Per credit One module can be created
	Module 1: Foundations of French for Professionals
	1. Introduction to French Subject pronouns, <i>tu</i> vs. <i>vous</i>. Basic greetings (formal and informal). Addressing individuals and groups (<i>Madame/Monsieur, Mesdames/Messieurs</i>). 2. French Alphabets & Numbers (1–20) Learn alphabets and practice basic pronunciation. Introduce oneself using <i>s'appeler</i> (name and origin). ·3. Basic Grammar Concepts Verb <i>être</i> and making simple sentences. Definite and indefinite articles. 4. Dates, Time, and Days of the Week Vocabulary: Days of the week and months of the year. Introduce how to ask about dates and time. 5. Numbers and Phone Etiquette · Numbers (60–1000). Asking and sharing phone numbers. ·6. Workplace Vocabulary ·Objects in the office (<i>stylo, table, ordinateur</i>). Verbs <i>être</i> and <i>avoir</i>.

7. Professions and Prepositions

Introducing oneself (name, nationality, profession).

Basic prepositions (*dans, sur, sous*).

8. Introducing Others

Phrases: *Il/elle est..., Il/elle s'appelle...*

Role play: Introducing colleagues.

9. Listening and Pronunciation Practice

·Focus on French phonetics through audio exercises.

10. French Work Culture

Discuss professional etiquette and cultural norms.

•11. Scheduling Meetings

Vocabulary: Days, months, meeting schedules (*réunion, disponible, libre*).

Role play: Scheduling a meeting.

12. IR Verbs and Revision

Introduction to IR verbs and practice.

Consolidate all grammar and vocabulary topics learned so far.

Module 2: Advanced French for Professionals

1. French Workplace Vocabulary and Grammar

Articles contractés (*au, aux, du*).

Job roles and hierarchy (*le chef d'entreprise, RRH*).

2. Describing Job Profiles

Phrases: *Je travaille comme..., Je parle aux clients...*

Reflexive verbs: *se lever, se préparer*.

3. Daily Routines and Conversations

Talk about daily routines.

Possessive adjectives (*mon, ma, mes*).

4. Email Writing Basics

Reading and responding to emails.

Integrating RE verbs into email examples.

5. Business Meeting Simulation

Key phrases: *Je vais présenter...*, *Je vous donne la parole*.

Irregular verbs (*vouloir, pouvoir, faire*).

6. French Companies and Cultural Comparisons

Overview of French companies (*PME*, examples like Capgemini).

Compare French and Indian business practices.

7. Advanced Workplace Scenarios

Role play: Meetings, scheduling, and discussions.

Polite phrases (*formule de politesse*).

8. Formal Email Writing Practice

Practice drafting and replying to formal emails.

9. Grammar and Vocabulary Revision

Review major grammar topics.

10. Mock Test and Doubt Solving

Conduct a practice exam and address remaining questions.

Module 3:.....

	1. 2. 3. 4.	
	Module 4:	
	1. 2. 3. 4.	
10	Text Books: Study material will be provided by the teacher	
11	Reference Books: Study material will be provided teacher	
12	Internal Continuous Assessment: 40%	External, Semester End Examination: 60% Individual Passing in Internal and External Examination
13	Continuous Evaluation through: Quizzes, Class Tests, presentation, project, role play, creative writing, assignment etc.(at least 3)	Exposé - 5 marks Class project- 10 marks Class test- 10 marks
14	Format of Question Paper: Objectives (vocabulary and grammar)	

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Chairman
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Sign of the
Offg. Associate Dean
Name of the Associate Dean
Name of the Faculty

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