



French (FREN) 387

Français langue des affaires (Revision 3)

Status: Replaced with new revision, see the **course listing** [↗](#) for the current revision **✕**

Delivery mode: Individualized study online [↗](#)

Credits: 3

Areas of study: Arts or Humanities

Prerequisites: FREN 362

Precluded: None

Challenge: FREN 387 has a challenge for credit option.

Faculty: Faculty of Humanities and Social Sciences [↗](#)

Overview

Le cours FREN 387 a pour but d'offrir une formation en communication écrite et orale telle qu'elle se pratique en français dans le monde des affaires au Canada. À l'aide d'un survol de l'usage du langage administratif, il en souligne sa pertinence dans le monde du travail.

Outline

- Module 1: L'appel téléphonique
- Module 2: Mots et expressions à connaître et mots charnières
- Module 3: Difficultés grammaticales et orthographiques
- Module 4: Majuscules et ponctuation
- Module 5: Lettres diverses de la correspondance d'affaires
- Module 6: L'enveloppe, la demande d'emploi, le curriculum vitae
- Module 7: Autres écrits administratifs : convocation, procès-verbal, communiqué
- Module 8: Le vocabulaire technique
- Module 9: La féminisation

Evaluation

To **receive credit**  for FREN 387, you must achieve a course composite grade of at least **D (50 percent)**  and a grade of at least 50 percent on the final examination. **ALL** assignments are required in order to pass the course. The weighting of the course assignments is as follows:

Activity	Weight
9 devoirs écrits	45%
2 devoirs oraux (2.5% chacun)	5%
Examen en ligne	50%

Activity	Weight
Total	100%

The **final examination** for this course must be taken online with an AU-approved exam invigilator at an approved invigilation centre. It is your responsibility to ensure your chosen invigilation centre can accommodate online exams. For a list of invigilators who can accommodate online exams, visit the **Exam Invigilation Network** [↗](#).

To learn more about assignments and examinations, please refer to Athabasca University's **online Calendar** [↗](#).

Materials

Guilloton, Noëlle, et Hélène Cajolet-Laganière. *Le Français au bureau*, 6e éd rev. et augmenté par Noëlle Guilloton et Martine Germain (pour l'Office québécois de la langue française), Sainte-Foy : Les Publications du Québec, 2005. [📖](#) (Online)

Lajoie Hélène, et Esther Poisson. *Le Français au bureau en exercices*. Office Québécois de la Langue française, Sainte-Foy : Les Publications du Québec, Gouvernement du Québec, 2005. [📖](#) (Online)

Le Guide de l'étudiant(e) qui fournit les renseignements sur la marche à suivre [📖](#) (Online)

Le Guide d'étude qui indique les lectures et les activités à effectuer [📖](#) (Online)

Challenge for credit

Overview

The challenge for credit process allows you to demonstrate that you have acquired a command of the general subject matter, knowledge,

intellectual and/or other skills that would normally be found in a university-level course.

Full information about **challenge for credit** [↗](#) can be found in the Undergraduate Calendar.

Evaluation

To **receive credit** [↗](#) for the FREN 387 challenge registration, you must write an online Final Examination and achieve a grade of at least **D (50 percent)** [📄](#) on the examination.



Challenge for credit course registration form

Important links

- › **Academic advising** [↗](#)
- › **Program planning** [↗](#)
- › **Request assistance** [↗](#)
- › **Support services** [↗](#)

Athabasca University reserves the right to amend course outlines occasionally and without notice. Courses offered by other delivery methods may vary from their individualized study counterparts.

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View **previous revision** [↗](#)
