

Online courses in Professional and Business French

FAQ

1. Are the online classes pre-recorded lectures or are there specific times where we must go online to watch the class?

The lectures are pre-recorded and you can access them at any time.

2. I work full-time and I only have evenings and weekends to work on this course. How much time do we have to take online tests and participate in the discussions on the Forum?

The online tests are typically available for six days, from Monday to Saturday evening. This gives you ample time to plan. Each test can only be submitted once. Late submissions are not accepted.

The topics open for discussion on the Forum are typically available for at least two weeks. Deadline for submission is clearly indicated on the Schedule of the course website. Late submissions are not accepted.

3. How do we do an individual presentation on a topic of our choice? Is it a teleconference? How do we watch other students' presentations?

You will receive specific instructions on how to prepare your individual presentation. Your presentation will include a few slides and a recording of your voice. You can use a variety of free tools to do your presentation: Powerpoint with a voiceover, Screenr, Webinaria, Jing, etc. You need a microphone to record your voice for your presentation. When you are finished preparing your presentation, you will upload it to the course website. Students in your class will then be able to access it just like any other file.

Make sure you check the Schedule on the course website on a regular basis. The professor will suggest a list of topics for your presentation (just to give you ideas). The topic of your presentation has to be approved by the professor by the deadline posted on the Schedule.

4. Are the tests multiple choice or are there written components as well?

Tests include a variety of question formats, including multiple choice and short answers. Depending on the course, you may need to write short paragraphs supporting your opinion on topics seen in class using correct grammar. Online tests are marked for content as well as use of correct language.

The questions will test your understanding of the concepts and terminology seen in class, so you will not be tested on grammar points such as the use of verbal tenses in French, for example. For questions that require a short answer or paragraph, the level of grammar expected is equivalent to Grade 12 French or French 1910 (First year university French at Western). Students are expected to be able to use the present and past tenses (*présent et passé composé*) of common verbs in French. If your answer provides the right content but contains lots of elementary grammar mistakes and/or does not contain the proper vocabulary, then you will only get part marks.

Please note that short online quizzes will be available before each test so that you can prepare for the test and get an idea of the format of the questions. These online quizzes are NOT taken into account for your evaluation.

5. Is there a heavy focus on writing in this course?

Participation in the discussions on the Forum is a key element of the online course. You will receive a rubric that indicates how you are marked for your postings on the Forum. Content, correct grammar, and use of vocabulary seen in class are taken into account.

Also, towards the end of the course, after students have posted their oral presentation on the course website, you will be asked to consult a few of your peers' presentations and post your comments and feedback on the presentations you have consulted. Content, correct grammar, and use of vocabulary will be assessed the same way as for discussions on the Forum.

6. What happens in case of a technical glitch when I submit work online?

Technical difficulties are not considered grounds for late or absent submissions.

Internet access is essential while working on the course. **Firefox, Google Chrome,** and **Internet Explorer** are supported by OWL. Please do not use Safari.

Students must contact the instructor within 24 hours of submission and provide documentation (screen capture, etc.) supporting technical issue. In rare and exceptional circumstances is accommodation granted by the Department in such a case. Students are advised to submit their work well before the deadline posted on the site.

7. What does this course evaluate?

This course evaluates:

- your understanding of the concepts;
- your acquisition of specific vocabulary;
- your ability to communicate in French on the topics seen in class