

Français 2206 B

Le français au travail

Hiver 2021

Professeur: François Poiré, fpoire@uwo.ca

Horaire: le lundi de 11h30 à 12h30 et le mercredi de 10h30 à 12h30

Salle: lien Zoom à venir

Préalable: Fr 1999, ou Fr 1900E, Fr 1910, ou permission du Département d'études françaises

Heures de bureau : TBA

Le cours Fr 2206B est un demi-cours (0.5 crédit de cours) qui peut être utilisé en vue de l'obtention du [Certificat de français des affaires et Diplôme de français des affaires](#)

Objectifs du cours

Le cours Fr 2206B vise à développer la communication orale et l'expression écrite dans le contexte de **l'utilisation du français au travail**.

À la fin du cours, les étudiants seront en mesure de s'exprimer de façon professionnelle à l'oral et à l'écrit dans des situations où ils devront :

- décrire le lieu de travail et l'aménagement de l'espace de travail
- commenter des diagrammes et des données chiffrées
- exprimer le temps au travail (horaire de travail, emploi du temps, prise de rendez-vous)
- communiquer au téléphone de façon professionnelle
- utiliser l'informatique au bureau

La grammaire et l'expression écrite représentent au moins 50% de l'évaluation des travaux pour ce cours.

Matériel

Tout le matériel est disponible en ligne sur le site du cours (OWL). Il n'y a rien à acheter.

Évaluation

Devoir: commenter un diagramme et des données chiffrées	25%
Quiz en classe (15 min)	5%
Test en classe (50 min)	30%
Examen final	40%
Total	100%

Barème d'évaluation

A+ 90-100 One could scarcely expect better from a student at this level
A 80-89 Superior work which is clearly above average
B 70-79 Good work, meeting all requirements, and eminently satisfactory
C 60-69 Competent work, meeting requirements
D 50-59 Fair work, minimally acceptable
F below 50 Fail

Calendrier

À venir

Policy on Accommodation for Medical Illness:

http://www.uwo.ca/univsec/academic_policies/rights_responsibilities.html

Students seeking academic accommodation on medical grounds for any missed tests, exams, participation components and/or assignments worth 10% or more of their final grade must apply to the Academic Counselling office of their home Faculty and provide documentation. Academic accommodation cannot be granted by the instructor or department. Please note that in all courses offered by the Department of French Studies, this same requirement will also apply to assignments worth less than 10% of the final grade. Final examinations must be written at the scheduled time unless formal alternative arrangements for a Special Examination have been approved (by the instructor, the Department and the Home Faculty Dean's Office) based on valid documented grounds.

A downloadable Student Medical Certificate can be found here:

http://www.uwo.ca/univsec/academic_policies/rights_responsibilities.html

Support services

Students who are in emotional/mental distress should refer to Health and Wellness website http://www.health.uwo.ca/mental_health for a complete list of options about how to obtain help.

Statement on Plagiarism, Cheating and other Scholastic Offences

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence in the Academic Handbook available on the Academic Calendar website, here:
<http://www.westerncalendar.uwo.ca/2017/pg113.html>

Debarment from writing the final examination

A student is entitled to be examined in courses in which registration is maintained, subject to the following limitations:

1) A student may be debarred from writing the final examination for failure to maintain satisfactory academic standing throughout the year.

2) Any student who, in the opinion of the instructor, is absent too frequently from class or laboratory periods in any course will be reported to the Dean of the Faculty offering the course (after due warning has been given). On the recommendation of the Department concerned, and with the permission of the Dean of that Faculty, the student will be debarred from taking the regular examination in the course. The Dean of the Faculty offering the course will communicate that decision to the Dean of the Faculty of registration. ("Attendance Regulations for Examinations :
http://www.uwo.ca/univsec/academic_policies/examinations.html)

Important Academic Information for Students Taking Courses in the Department of French Studies

http://www.uwo.ca/french/undergraduate/counselling/academic_information/index.html