



School of English, Journalism
& European Languages

Unit Outline

HEF303 French for Tourism and Business

Semester 1, 2009

www.utas.edu.au/units/HEF303

Lecturer:	Mr Adam Russell Room: Hum 537 Phone: 6226 2353 Email: Adam.Russell@utas.edu.au
Consultation hours:	Wed 3pm-5pm
Unit description:	Enables students to read and understand articles and documents in French in the areas of business and commerce. Subjects covered will include French companies, employment, banking, taxation, transport, tourism and business letters.
Unit aims and objectives:	The aims of this unit are to enable students to: 1. develop oral and written proficiency in business French and selected aspects of French tourism; 2. become familiar with selected aspects of French business culture and tourism.
Intended Learning Outcomes:	Successful completion of this unit may provide students with: 1. new knowledge, especially in the areas described in the unit aims and objectives (above) 2. improved listening and reading skills in business French 3. improved communication skills, both spoken and written, in French business and tourism contexts 4. improved presentation skills in French.
Required Texts:	Jean-Luc PENFORNIS français.com: méthode de français professionnel et des affaires (CLE international) Paris 2002
When taught:	Thurs. 3.10pm – 5.00pm, SB.Law225
Assessment:	Weekly assignments (40%), 3-hr exam in June (60%)

LECTURE/SEMINAR SCHEDULE

Periods of chapter study	Topic	Lecturer
Week starting on: 23/02/2009	Présentation du cours : Un peu d'économie générale Vocabulaire de l'informatique Penfornis : Faire une présentation	Adam Russell
02/03/2009	Penfornis : Prise de contact (1)	
09/03/2009	Penfornis : Agenda (2)	
16/03/2009	Penfornis : Entreprises (6)	
23/03/2009	Penfornis : Travail (7)	
30/03/2009	Penfornis : Recherche d'emploi (8) CV Lettre de motivation	
06/04/2009	Penfornis : Recherche d'emploi (8) Préparation à l'entretien d'embauche	
Thursday 09 April to Wednesday 15 April.	Interruption de cours.	
16/04/2009	Entretien d'embauche	
20/04/2009	Penfornis : Points de vue (10) - Lutter contre le chômage - Faire face à la mondialisation	
27/04/2009	Penfornis : Voyage (3) Faire du tourisme	
04/05/2009	Penfornis : Hôtel (4) Lettre de réclamation	
11/05/2009	Penfornis : Restauration (5)	
18/05/2009	Penfornis : Prise de parole (9)	
25/05/2009	Révision : Préparation à l'épreuve écrite	
June 1 – 5	Study period	
6-23 June	Examination Period	

ASSESSMENT

Weekly Assignments (40%)

A. 1 x Mock interview

The mock-interview assesses learning outcomes 1 to 4 and is worth 10% of the final mark.

Preparation: Write job advertisements, CV and cover letter (*lettre de motivation*) in French. This work is to be submitted in hard-copy before the anticipated mock-interview.

A “selection committee” will prepare a set of interview questions appropriate to the “advertised” position.

B. 2 x Tutorial presentations (10-15 minutes) (exposé)

The tutorial presentations assess learning outcomes 1 to 4 and are worth 20% of the final mark.

Topics and schedule to be advised.

C. 1 x Group presentation (travail en équipe)

The group presentation assesses learning outcomes 1 to 4 and is worth 10% of the final mark.

Describe one of Hobart’s (or Tasmania’s) historic sites or neighbourhoods for a group of French tourists. Develop a poster and a brochure to illustrate the presentation.

NB Participation in classroom activities

Students will be expected to participate actively and prepare for classroom activities on a weekly basis.

Three-hour written exam (60%)

The written examination assesses learning outcomes 1 to 4 and is worth 60% of the final mark.

Details provided in due time.

Assignment Presentation

How to type accented characters on your computer:

If you have a PC at home and you want to have these settings on your own computer, open the Control Panel and find the tab allowing you to change the keyboard lay-out. Select “US-International”. You may need to insert your Windows CD-ROM when prompted. Macintosh users who require help should refer to the Helpdesk at the Morris Miller Library.

é	=	‘ (next to “Enter”) followed by ‘e’
à, è, ù	=	` (top left corner) followed by vowel
â, ê, î, ô, û	=	^ (above 6) followed by vowel
ä, ö, ü	=	“ (quotation mark) followed by vowel
œ	=	Alt-0156 (use the figure pad on the right of the keyboard)
ç	=	Control-Alt-comma
ß	=	Control-Alt-‘s’

To type a vowel after inverted commas (“ and ”), or to close inverted commas after a vowel, insert an extra space, e.g.:

“a	=	“-space-a
u’	=	u-‘-space

The inverted comma won’t appear until you press the space button.

ADDITIONAL INFORMATION

Submission of Assignments

Students are required to submit a signed cover sheet with every assignment. This includes a declaration that all material submitted is their own work except where there is clear acknowledgement or reference to the work of others and that they have read the University statement on Academic Misconduct (Plagiarism) on the University website at www.utas.edu.au/plagiarism or in the Student Information Handbook.

Assignment cover sheets are available from the School office or the School website. **Assignments submitted without a signed cover sheet will not be marked.** Students who submit assignments without a signed cover sheet will be contacted once via their UTAS email address; in such instances the cover sheet must be completed within two weeks of the due date.

All assignments must be submitted in hard-copy (not by email) and placed in the essay box at the School office on or before 5pm on the due date. Students are required to keep copies of all submitted assignments. Assignments submitted on time will be returned within three weeks of the due date; once on time assignments have been returned no further late assignments will be accepted. All marked assignments will be returned in tutorials unless otherwise advised.

Late Assignments

Late submissions will be penalized as follows: 5% of the available marks for the first day, and then 2% per working day thereafter. Late work will be accepted without penalty if accompanied by a medical certificate for the relevant period or a letter from a counsellor in the case of a serious non-medical reason.

Difficulties with your Studies

If you are experiencing difficulties with your studies or assignments, have personal or life planning issues, disability or illness which may affect your course of study, you should raise these with your lecturer and/or one of the following Student Services staff as soon as possible:

- Learning Skills Adviser
- Disability Adviser
- Careers Adviser
- Student Counsellor

University Statement on Plagiarism and Academic Integrity

"Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own; for example, using an author's words without putting them in quotation marks and citing the source, using an author's ideas without proper acknowledgment and citation, copying another student's work.

If you have any doubts about how to refer to the work of others in your assignments, please consult your lecturer or tutor for relevant referencing guidelines, and the academic integrity resources on the web at <http://www.utas.edu.au/tl/supporting/academicintegrity/index.html>.

The intentional copying of someone else's work as one's own is a serious offence punishable by penalties that may range from a fine or deduction/cancellation of marks and, in the most serious of cases, to exclusion from a unit, a course or the University. Details of penalties that can be imposed are available in the Ordinance of Student Discipline – Part 3 Academic Misconduct, see <http://www.utas.edu.au/universitycouncil/legislation/>."

The University and any persons authorised by the University may submit your assessable works to a plagiarism checking service, to obtain a report on possible instances of plagiarism. Assessable works may also be included in a reference database. It is a condition of this arrangement that the original author's permission is required before a work within the database can be viewed.

Assignment Presentation

The French discipline uses MLA Style, which is characterized by in-text referencing and a list of works cited. See the *MLA Handbook for Writers of Research Papers*, 6th ed. Ed. Joseph Gibaldi (New York: The Modern Language Association of America, 2003). For a brief introduction, refer to http://www.utas.edu.au/english/english1/mla_citation_syst.doc, MLA Citations System: A Brief Guide.

Marking Scale

The following distribution of marks and grades is applied in assessing your work:

- High Distinction (HD)—80-100%
- Distinction (DN)—70-79%
- Credit (CR)—60-69%
- Pass (PP)—50-59%
- Fail (NN)—0-49%

All marks are subject to moderation.

IT Support

Learning online—for online learning and Vista support – <http://www.utas.edu.au/coursesonline/>

Information Technology Services—for general IT Support (includes link to UTAS download website)

<http://www.utas.edu.au/servicedesk/student/index.html>

Library Services—for information literacy support – <http://www.utas.edu.au/library/>

Help Desk (email HelpDesk@utas.edu.au or 6226 1818, within University 1818)