Assumption University

Theodore Maria School of Arts

Department of Business French

Course Outline 2/2026

Course	:	FR3539/ FIB 3636 French for Workplace Communication
Credit	:	3
Status	:	Free Elective for Business French Students (60xxx-62xxx) and Major/Minor Elective for students with code 63xxx onwards.
Prerequisite	:	FR2512 French III
Lecturer	:	A. Céline Villegas
Course Description	:	Development of listening, reading, writing and speaking skills in workplace communication.

Course Learning Outcome : This course aims to enable students to:

1. Engage in professional communication in French, including writing emails or participating to meetings using appropriate language and tone.
2. Conduct professional etiquette in a French-speaking work environment, including appropriate greetings, introductions, and cultural norms related to workplace interactions.
3. Practices workplace culture specific to French-speaking countries, such as work schedules, hierarchy, work-life balance, and professional development opportunities.
4. Analyze workplace culture and practices specific to French-speaking countries, such as work schedules, hierarchy, work-life balance, and professional development opportunities.

Corresponding Program Learning Outcome :

PLO3	Recognize the needs for and have the preparation to engage in independent and lifelong learning in the context of international business languages.
PLO 4	Use receptive and productive English or French or Chinese or Japanese skills as well as presentation techniques to accomplish business-related tasks.
PLO 8	Employ critical thinking and decision-making skills and digital skills to achieve desirable outcomes.

Teaching-Learning Activities :

1. Lecture
2. Class discussion
3. Exercises
4. Listening and reading comprehension
5. Communicative tasks

Course Requirement : 80% attendance (maximum absence = 6 times)

Mark allocation

Attendance/Participation	10%
Assignments	20%
Quizzes	20%

Mid-term Examination	20%
Final Examination	30%
TOTAL	100 %

/Evaluation :

0-50	F	51-55	D	56-59	C-
60-62	C	63-65	C+	66-68	B-
69-71	B	72-75	B+	76-79	A-
80-100	A				

Textbooks/ References :

1. Handout and workbook provided by the instructor
1. Dubois, A. L., Tauzin, B. *Nouvel Objectif Express 1*, Hachette.
2. Sirejols, E. *Grammaire progressive du français, niveau intermédiaire*. Seconde Edition. CLE International.

Important information: Last day to withdraw with a "W" is February 19, 2027

Schedule :

Wednesday & Friday, 13:30-15:00 – SM335

Tentative Study Plan :

Week	Topics and objectives
1	Présentation du cours Se présenter en situation professionnelle Préparation au cours
2	**Chercher un travail (1)** ▪ Consulter les annonces ▪ Écrire un CV
3	**Chercher un travail (2)** ▪ Écrire une lettre de motivation ▪ Consulter les réseaux sociaux professionnels
4	**Passer un entretien (1)** ▪ Passer un entretien d'embauche ▪ Décrire son entreprise ▪ Expliquer son parcours professionnel
5	**Passer un entretien (2)** ▪ Parler de ses études ▪ Parler de ses atouts et de ses compétences
6	**Le premier jour en entreprise (1)** ▪ Décrire son lieu de travail ▪ Présenter l'organigramme d'une entreprise
7-8	**Le premier jour en entreprise (2)** ▪ Comprendre le règlement d'une entreprise ▪ Découvrir les différents types d'entreprise
9	Présentation et préparation et révision pour l'examen de mi-semestre

Midterm examination : 8/01/2027 (15:00 - 17:00)	
10	**Correction** **Travailler (1)** ▪ Décrire son poste de travail ▪ Parler de ses responsabilités
11	**Travailler (2)** ▪ Téléphoner et envoyer des mails ▪ Prendre, annuler et reporter des rendez-vous
12	**Travailler (3)** ▪ Participer à des réunions ▪ Établir un ordre du jour ▪ Faire un compte-rendu
13	**Participer à une formation (1)** ▪ Découvrir les différents types de formation ▪ Lire un programme de formation
14	**Participer à une formation (2)** ▪ Comprendre des horaires ▪ Participer à une formation ▪ Évaluer une formation
15	**Participer à une formation (3)** ▪ Résoudre un problème de dernière minute
16	Présentation et préparation et révision pour l'examen final
Final examination : 10/03/2027 (09:00 - 12:00)	

Evaluation plan :

	Week	**Percentage**
1. Attendance and Participation	All weeks	**10**
2. Assignments 1	Whole semester	**20**
3. Quizzes	Week 9, 15	**20**
4. Midterm examination	After week 9	**20**
9. Final examination	After week 16	**30**
Total		**100**

Au VISION

Assumption University of Thailand envisions itself as:

- an international community of scholars,
- enlivened by Christian inspiration,
- engaged in the pursuit of Truth and Knowledge,
- serving human society, especially through the creative use of interdisciplinary approaches and cyber technology.

ENVISIONING Au GRADUATES

Assumption University of Thailand envisions its graduates as:

- healthy and open-minded persons, characterized by personal integrity, an independent mind, and positive thinking,
- professionally competent, willing to exercise responsible leadership for economic progress in a just society,
- able to communicate effectively with people from other nations and to participate in globalization.

AU MISSION

Assumption University, an International Catholic University, is committed to be the light that leads learners and its stakeholders from all parts of the world towards wisdom, Truth, and Christian values and to discover "Treasure Within" themselves. Via effective teaching and research pedagogies of international standards as well as community engagement, the University aims to form individuals to be intellectually competent, morally sound, and spiritually enriching, accountable, righteous, and service-minded citizens; excelling in serving communities comprising of diverse cultures.

Au UNIQUENESS

"An International Catholic University"

Au IDENTITY

- Ethics
- English Proficiency
- Entrepreneurial Spirit

THEODORE MARIA SCHOOL OF ARTS
(www.arts.au.edu)
VISION AND MISSION

Vision

An international community of business communicators in Thailand

Mission

Theodore Maria School of Arts will ensure that: the School will…

1. Enhance business language skills
2. Promote cultural awareness
3. Foster academic networking
4. Encourage ethical standards and practices

TAGLINE

เติมเต็มศิลป์ภาษา พัฒนาศาสตร์ธุรกิจ

Language Education, Business Inspiration

ARTS ORGANIZATIONAL CULTURE: More than faculty, we are family

- Open communication
- Mentoring system
- Dedication
- Caring
- Teamwork
- Commitment
- Resource sharing

Core Values

A = Adaptability
R = Responsibility
T = Togetherness
S = Sustainability

Core Competencies

Employability
Multiculturalism
Internationalization

Quality Assurance Process

Students should understand and apply the Quality Assurance Process in their study. The Plan-Do-Check-Act Cycle (PDCA) provides an easy but effective approach for problem solving and managing change, ensuring that ideas are appropriately tested before the full implementation. It can be used in all sorts of situations and can be clarified as follows:

Plan: Define the current problem, process, and issue and establish objectives and processes required to deliver the desired results.
Do: Implement the plans and new processes developed.
Check: Monitor and evaluate the implemented process by testing the results against the predetermined objectives.
Act: Apply actions necessary for improvement if the results require changes.

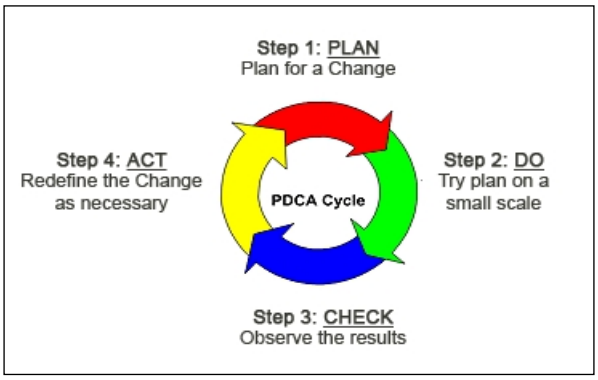


Figure 1: PDCA Cycle (http://www.swopehealth.org)

Plagiarism

Plagiarism is a serious academic offence, a serious breach of ethical conduct and is unacceptable student behavior. Students who plagiarize copying words or ideas without acknowledging the original writer of the words or ideas, will face disciplinary action. This will range from receiving an "F" in the subject to university suspension.