



a.y. 2015-2016/2016-2017

Class contents and exam requirements

Code 20366-20372 and 20416

French Language – First and Second language

B2 business

Class contents and exam requirements are the same for both attending students and non-attenders

Program	Master of Science
Degree course	M, IM, MM, AFC, CLAPI, CLEFIN-FINANCE, CLELI, ACME, DES-ESS, EMIT, GIO
Teaching activity	<ul style="list-style-type: none">Annual: 1st year, 2nd semester (36 hours) – 2nd year, 1st semester (36 hours); (total classroom teaching hours 72)Courses taught in French The course is activated if there is a sufficient number of participants
Minimum initial level	<ul style="list-style-type: none">In order to attend the class in a productive way, students are advised they need a B1 level (intermediate)
Objective	<ul style="list-style-type: none">language skills for the B2 business internal exam (accredited for CEMS Master, substitute for MBC test, provided that candidates have attended the course for at least a semester)acquisition of language skills to communicate effectively and confidently in a professional context
Final Exam	<ul style="list-style-type: none">Bocconi internal exam (B2 business*) or an international certification from among those recognized by the University4 credits, 2nd year, 1st semester
Head Teacher	Bianca Maria San Pietro

* [Common European Framework of Reference for Languages](#)

Set Textbooks

- SCHENA L., DESOUTTER C., ZORATTI C., *Le Français en contexte*, LED - Milano 2003
- DESOUTTER C., ZORATTI C., *Vers les écrits professionnels. Principes et pratiques*, Edizioni LED - Milano 2011
- Authentic materials supplied by the teacher in class: newspaper and magazine articles, videos, internet, radio and TV programmes

We would like to remind all students that the Language Centre provides information and counseling regarding language study. Students can find various material for preparation in [internationally recognized certificates by the University](#) and Bocconi internal exam at the [language laboratory](#) (multimedial library) and online (visit: www.unibocconi.eu/languagecenter, in Language Laboratory).

Resources

Materials prepared by professors
Self-study programme
Past exams
Extra teaching materials
Language tutors
Office Hours for Bocconi teachers
International certificates recognized

Classroom activities & skills

Teaching intends to promote the acquisition of **professional language skills**.

In particular, the following will be treated through topics covered in the textbook:

- **extension of business vocabulary**
- **development of listening, reading, speaking and writing skills.** Tasks will be set individually or in small groups, at times requiring presentations to the whole class; editing professional documents (formal letter, e-mail, report)
- **mock exam simulation** for internal examination
- **grammar revision**

Self-Study activities & skills

Learning a language and effective preparation for the exam require regular attendance of lessons and constant effort also in terms of autonomous study.

For this purpose, a series of activities to be done the following textbooks: **“Vers les écrits professionnels”, ch. 10, pp. 190-201**, and **“Le français en contexte” Unités d’application 1-9*** and self-study modules available on the [e-learning](#) platform have been included in the table below.

In the Libraries students can also find the material provided by the teacher in the classroom and some previous exam papers.

It is suggested to dedicate 3-5 hours weekly for independent study.

Topics/Units	Grammar/Skills	Self-Study (see “set textbooks”)
<i>L’environnement socio-économique</i> La conjoncture économique L’Union Européenne La mondialisation	Analyser les données socio- économiques d’un pays	Comparer, commenter des données chiffrées Quantifier
<i>La création d’entreprise</i> Profil du créateur Naissance de l’idée Montage du projet Lancement de opérations	Décrire le parcours du créateur Présenter une entreprise (activité, forme juridique, implantation...)	Situer une action dans le temps Localiser dans l’espace



<i>Les ressources humaines</i> La gestion du personnel Les relations sociales	Comprendre une annonce Rédiger un CV, une lettre de motivation Analyser un contrat de travail Fixer, reporter, annuler un rendez- vous Rédiger une note d'information, un e- mail	Présenter un parcours professionnel Situer une action dans le temps Se justifier, exprimer la cause
<i>La démarche mercatique</i> La connaissance du marché Les méthodes de distribution Les moyens de communication	Réaliser un questionnaire d'enquête Positionner un produit Rédiger un compte-rendu Analyser différents moyens de communication	Exprimer la finalité, le but
<i>L'activité productive</i> L'organisation de la production La contrefaçon	Comprendre et expliquer un processus de fabrication Rédiger le compte-rendu d'une visite	Rapporter les propos d'autrui
<i>La négociation commerciale</i> La force de vente La commande Le service clientèle	Comparer les différents moyens de passer commande Formuler une réclamation par lettre/e-mail Demander un délai de paiement	Exprimer une idée d'opposition, de concession
<i>Les résultats de l'entreprise</i>	Comprendre un communiqué financier, un bilan	Exprimer une comparaison
<i>La banque – les moyens de paiement</i>	Découvrir les services bancaires Demander un report d'échéance	Exprimer l'hypothèse, la condition
<i>Les assurances et la protection sociale</i> Les risques Le contrat d'assurance L'Etat providence	S'informer sur les conditions du contrat d'assurance Résumer un texte	Exprimer la conséquence
<i>Les échanges internationaux</i>	Comparer, analyser des données chiffrées Conseiller sur des habitudes culturelles	Articuler un discours



Exam content and description

The exam is scored out of a maximum of 30 points, which will go into the calculation of your grade point average, and evaluates your ability to:

- understand fairly long and complex listening passages, making notes and reworking the information heard
- write structured texts of various types
- oral interaction: presentation and discussion
- demonstrate your knowledge of the language, by correctly using a range of vocabulary and grammatical structures

Exam Terms

The exam consists of **two compulsory** parts: a **written test** and an **oral test**.

In order to sit for exams, both written and oral, it is necessary to enroll for the exam through Punto Blu.

Both tests must be successful for the exam to be recorded.

For the **written test**:

- the written test can be taken again before sitting for the oral test
- the handing in of the exam paper makes the previous written exam taken null

For the **oral test**:

- it can only be taken if the written test has been successful (minimum mark: 18/30)
- it can only be taken within the validity terms of the written test (see section **Written Exam, Validity**)
- it involves the preparation of the content and any materials as indicated in the program (see section **Oral exam, Test**)
- once the oral exam is passed, the oral mark is added to the written one to define the final grade (see section **Oral Exam, Final grade**).

Passing the B2 business language exam qualifies a student for the Master Cems.

Written Exam

First part	Listening to one or more passages – monologues and/or dialogues – containing data, opinions, descriptions, explanations	
Objective	To test: - listening comprehension skills and appropriate note taking of the information and data provided - writing skills in terms of content organization and reporting of the information and opinion provided, possibly supported by the student's own ideas	
Test	Writing memos, letters or short reports according to instructions given	15/30
Second part	Reading comprehension of one or more authentic texts, possibly also containing graphs, tables, images	
Objective	To test: - ability to understand written texts; - content processing and drafting of texts appropriate for a professional context	
Test	Writing a short report according to the documents given, from a personal point of view and with a format given	15/30
Duration	120 minutes after the listening	
Dictionary	Bilingual dictionary can be used	
Validity	it is valid for the 3 subsequent oral exams, and it is also valid for the subsequent 12 months but there is a penalty that must be paid (see <i>Oral Exam, Final grade</i>)	



Oral Exam

Objective	Introduce and discuss the topic submitted, answering questions asked by the examiner
Skill	Presentation and discussion
Test	<p>Presentation of a dossier, prepared by the student, consisting of at least four or five articles (taken from either the French or the International press), linked together by one of the topics mentioned in the programme of the course and agreed with by the teacher prior to the exam, and concerning another topic chosen by the teacher during the oral test.</p> <p>The submission of the material as specified above is a requirement in order to be entitled to sit the oral test. Details on how to prepare for the exam are to be found online in the library for each language (Bocconi e-learning platform) or at: http://www.unibocconi.eu/languagecenter in Self-Study > Online materials</p>
Duration	15 minutes
Dictionary	Dictionaries are not allowed
Final grade	<p>The oral test can be taken only after having passed the written test and can amend the written test mark, according to the pragmatical and communicative skills of the student, as follows:</p> <ul style="list-style-type: none"> • by +3 or -3, if the oral exam is passed within the 3 oral exams subsequent to the written exam; • by +1 or -3, if the oral exam is passed after the first 3 subsequent oral exams, but still by 12 months subsequent to the written exam

As an alternative to the Bocconi exam, students may choose to register one of the [international certifications recognized by the University](#). The achieved result is converted into a number grade out of a possible thirty and is registered in the academic career.

Additional Points

Language skills assessment relies, in addition to the final exam mark, on factors aimed at enhancing the learning process progress through the attribution of additional points for:

1. **Positive participation in the course and completion of self-study activities**
2. **Partial Exam**
3. **The exam passed the first time it is taken**

Points are registered at the same time the oral exam is passed

1. Positive participation in the course and completion of self-study activities

Objective	To encourage constant and active improvement in the language
Maximum points awardable	<ul style="list-style-type: none"> • 2 thirtieth: 1 thirtieth for each semester of teaching for active participation in at least 75% of lesson hours + completion of the self-study programme
Assignment of points	Defined by the teacher at the end of the course according to the quality and timing criteria specified in the classroom and available online
Validity	From January to the September immediately following the course. These months are included

2. Partial Exam

Objective	To assess language learning progress
Dictionary	Dictionaries are not allowed
Duration	60 minutes
Test	<p>Skills:</p> <p>-Grammar – Grammar exercises in the following formats: multiple choice answers, sentence completion, sentence transformation;</p>



	-Vocabulary exercises in the following formats: sentence completion, cloze test, multiple choice answers
Maximum points awardable	<ul style="list-style-type: none">• 0.5 thirtieth is awarded on the condition that students pass their final written and oral exam within the first or second scheduled exam session
Assignment of points	The final grade is expressed by “pass” or “fail”; the extra points will be awarded in case of positive result (“pass”)
Validity	From January to the February immediately following the course. These months are included
Note	The exam is open to all students, both attenders and non-attenders enrolled in the first year of their Degree course. It will be held once per academic year in June after classes have finished for the first semester (see General Exams calendar for exact date). Students must enrol at the Punto Blu

3. The exam passed the first time it is taken

Objective	Reward students who sit for the exam only when really well prepared
Maximum points awardable	<ul style="list-style-type: none">• 0.5 thirtieth
Assignment of points	The attribution of points is automatic when the student enrolls for and hands in the written exam for the first time; passes it (minimum score 18/30) and takes the oral exam on the first date immediately available after the written exam.