

## **Learn French in CAEN : Courses for 2010**

France Formation Pôle Langues offers courses in French for Foreigners (FLE)

...either as part of our **short-stay summer courses** (language and culture) in Normandy for groups of adults (groups will have no more than 10 people at any one time)

...or in the form of private courses (individual tuition "tailor-made" to your needs)

The Short-Stay Summer courses offered by France Formation Pôle Langues take place every year in Caen, Calvados (Normandy) between 1st July and 15th September. Outside of this summer period, however, we can also provide as required (and with sufficient notice), other courses in French as a Foreign Language which could include, for example, French for business employees working in France or elsewhere.

Our qualified and experienced tutors concentrate on the practice of the language (basic knowledge and usage) in a relevant cultural context.

**French as a Foreign Language Lessons** will comprise 18 hours of language teaching per week with the possibility of further seminars and conferences. Lessons will take place daily, except Sunday, between 9.30 and 12.30.

### **The Programme: French Course 1 - Language and Conversation**

This course is designed to give you a good command of the language so that you can feel more relaxed and more confident in the written and spoken word. In addition, intensive practice in the ins and outs of language formulation will help you to improve the way you naturally respond and enable you to express yourself more idiomatically.

The Programme is for people of any nationality wishing to begin or improve their French

The Aim is to improve and assist you to perfect your command of French

The Objectives

- \* to enable you to express yourself correctly in french with regard to phonetics and phonology
- \* to enable you to express yourself in french using correct syntax
- \* to enable you to improve your understanding of the oral and written language
- \* to enable you to acquire a good basic knowledge and an understanding of the functions of the language

### **The Format**

\*French Syntax :

- Verb tenses and moods
- The use of prepositions
- Subordinate conjunctions
- Relative clauses (...)

Spelling: practising dictation!

\*Phonetic Exercises - practising the most difficult sounds in French

\* Basic Knowledge of the language and the way it functions

\*Systematic learning of vocabulary

## **Programme French Course 2 - Improving the Written and Spoken Word (including Public Speaking)**

### **A) *Improving One's Written Work***

Being able to produce a quality written document is an indispensable asset to the progression of one's career and facilitates written correspondence. A correctly-worded document which is concise and clear and which expresses your thought processes clearly will help you obtain the necessary results, respond to demands and clarify your proposals.

This course is for anyone who in a professional capacity wishes to improve their written work

The Aim of the course is to improve the way you write professional/business documents with attention to grammar and to achieving the required results

#### **Course Objectives**

- \* enabling you to write letters and respond in writing to a variety of tasks and demands
- \* enabling you to draw up documents or other pieces of written work
- \* enabling you to present relevant and pertinent arguments
- \* enabling you to draft and write correctly-worded professional/business documents

### **Programme 2A**

- \* Consolidating your grammatical knowledge - syntax and spelling
- \* Using a more-accurate and thus a more-appropriate vocabulary
- \* Qualifying and quantifying one's thought processes - expressing what you really think
- \* Mastery of the language of consequence - link words
- \* Knowing how to argue, convince and persuade effectively - learning the techniques of Argument

### **B) *Improving Your Public Speaking***

This course aims to improve your public speaking so that you can persuade and convince your audience and to improve the presentation and delivery of your speech by paying attention to the difficulties of voice projection, word stress and pronunciation, etc )

#### **Course Objectives**

- \* To enable you to use language techniques to convince and persuade
- \* To enable you to strengthen your presentation
- \* To enable you to deliver a convincing speech

### **Programme 2B**

- \* Mastering linguistic rules and producing a convincing speech
- \* Studying and practising linguistic techniques in order to present an argument, convince and win over an audience
- \* Teaching rhetoric - the different types of argument
- figures and style of argument
- \* Studying Persuasive Argument - its effects and how it is received
- \* Learning how to stretch a point and still remain consistent
- \* Systematic training in persuasive speech-making and overcoming inherent obstacles

**Four Civilisation Lectures, a Literature Talk and other Specialised Talks can be organised during your stay either in the afternoon, or in the evening after your excursions:**

**French Civilisation:**

The French: their mentality and their political culture  
 The political, economic and social organisation of France  
 The great debates of French Society: current issues  
 The political thought and ideas of Jean-Jacques Rousseau

Specialist Talk: The Regional Gastronomy of Normandy

Literature Talk for 2009: Normandy Writers of the 19th century

- \*A "cup of welcome" and information leaflets on the city of Caen will be presented by the Tourist Office
- \*You will enjoy a "Getting Your Bearings" visit of Caen

**Option: French for the Professional Person**

If you are interested in a short-stay language and culture course geared towards "professional" French, we offer tailor-made courses for the world of work:

- ...Business French - methods, techniques and practice of business language
- ...French Communication in the Workplace - methods, techniques and practice
- ...Formal and Institutional French - the constitutional organisation of France and its institutions
- ... French for the Tourist Industry - study and practice of the language of tourism
- ...Legal French - and introduction to French public or private law

**How it All Works and Our Charges**

If you would like to know the cost of any of our language courses or any of our short-stay courses, please contact us by e-mail or by telephone!

If you are really daunted by the prospect of French, we can put you in touch with a tutor who speaks your native tongue who will help you to overcome your difficulties

The cost of Group Courses will be determined by the number of participants and by the dates which you select.

For private courses, a tailor-made programme will be devised and the cost will be determined, before you arrive, by the number of hours of tuition purchased and the exact format which you select (for example: private classes can be given in the place where you are staying - host family/hotel, etc.)

Once this programme has been devised, you will be sent a personal quotation for approval prior to you signing a contract for tuition.

Payment from countries outside France should be made by Bank Transfer which will secure you a place and which will act as part-payment towards the cost of the course. Full payment must be made at the beginning of a course.

### **Our Expertise and Our Guarantee**

We offer a guarantee of quality by virtue of our membership of SICFOR which lays down a strict Code of Practice and by virtue of the qualifications, expertise and experience of our tutors.