

1^{ère} LANGUE ETRANGERE : ANGLAIS (60 PERIODES)

JOB DESCRIPTION

At the end of this course, learners should be known how to consult technical documents related to their field. After that, they'll be able to negotiate and sell, as much as to write memos, minutes, and reports and to synthesize.

COMPETENCES

- Consult technical documents.
- Negotiate and sell.
- Write a memorandum, minutes, reports and synthesize.

UNIT 1: CONSULT TECHNICAL DOCUMENTS

OBJECTIVE

- By the end of this unit, learners will be able to consult catalogues and index cards.

LESSON 1

SELECT THE FIELD OF STUDY

Objective

- The purpose of this lesson is to let learners identify the field of their study and choose documents associated with their scope.

Contents

- 1.1.1 Terminology used in different field of study.
- 1.1.2 Formation of scientific words (prefixes, root word, suffixes,...).
- 1.1.3 Hyponyms, hypernyms.
- 1.1.4 Aberrations, pronunciation, compound nouns.
- 1.1.5 Prepositions and adverbs of place (between, among, under below).

LESSON 2

COMBINE WORDS OF THE SAME FAMILY

Objective

- The purpose of this lesson is to help learners to use words of the same group together.

Contents

- 1.2.1 Synonyms, antonyms.
- 1.2.2 Adverb formation (hard, fast, well, hardly).
- 1.2.3 Writing situation (author, source, theme, date, potential readers).
- 1.2.4 Present participles.
- 1.2.5 Determiners and quantifiers.

LESSON 3

GLOBAL READING, SELECTIVE READING AND ANALYTIC READING

Objective

- In the end of this lesson, learners will be able to distinguish between different kinds of reading (global, selective and analytic reading).

Contents

- 1.3.1 Negation.
- 1.3.2 Homonyms and genres.

1.3.3 Structure of a book (content, index and glossary).

1.3.4 Bibliography.

UNIT 2: NEGOTIATE CUSTOMERS CLIENTS SUPPLIERS AND TO SELL THEM

OBJECTIVE

- By the end of this unit, learners will be able to negotiate their clients; customers or suppliers in order to persuade them buy their products.

LESSON 1

INCREASE THE VALUE OF OWNERS ENTERPRISE AND OF THE INTERLOCUTOR

Objective

- By the end of this unit, learners will be able to confer with their customers to reach an agreement.

Content

2.1.1 Comparative adjectives.

2.1.2 Comparative adverbs.

2.1.3 Conjunctions.

2.1.4 Markers of concession (you're right).

2.1.5 Markers of restriction (despite, in spite of).

LESSON 2

UNDERSTAND AND ANALYZE AN ARGUMENT AND DEVELOP IT

Objective

- In the end of this lesson, the learners will be able to understand, analyze and debate a discussion to be able to persuade.

Contents

2.2.1 Words expressing contrast (adverbs of contrast: even though, though).

2.2.2 Markers of numeration (firstly, secondly).

2.2.3 Conditionals (adverbs clauses of condition: provided, only if, whether or not).

LESSON 3

OBJECT AND ANSWER BY GIVING COUNTER PREPOSITIONS

Objective

- In the end of this lesson, the learners will be able to reject the others suggestions and give suggestions from his own.

Contents

2.3.1 Same as lessons 1 and 2.

2.3.2 Expressions used as a result of negotiations (ok. All right, it's a deal etc...).

LESSON 4

MARK THE DEAL AND CONCLUDE THE DEAL

Objective

- By the end of this lesson, the learners will be able to reach an agreement with his/her customer and make a deal with.

Content

2.4.1 Same as lessons 1, 2 and 3.

UNIT 3: WRITING MEMORANDUM, MINUTES, REPORTS AND SYNTHESIZING**OBJECTIVE**

- Learners will know to take notes of important information, organize, reproduce and analyze them, in order to find the connection between different types of information. Then, they will learn how to form a detailed outline, in order to re-write the information.

LESSON 1**TAKE NOTES, ORGANIZE, REPRODUCE INFORMATION****Objective**

- Learners will be able to take notes of the most important information, in order to organize them and reproduce them.

Contents

- 3.1.1 Abbreviations.
- 3.1.2 Logical and chronological orders.
- 3.1.3 Cohesive markers.
- 3.1.4 Punctuation.
- 3.1.5 Redundant, complementary and contradictory information.

LESSON 2**ANALYZE INFORMATION AND FIND THE CONNECTION BETWEEN DIFFERENT TYPES OF INFORMATION****Objective**

- By the end of this lesson, the learners will be able to analyze given information in order to find the link between them.

Contents

- 3.2.1 Same as lesson 1.
- 3.2.2 Transition words and expressions.
- 3.2.3 Understanding vocabulary in the context and from the root words.

LESSON 3**DETAIL OUTLINE AN REWRITING INFORMATION****Objective**

- Learners will acquire the outlining skills and techniques, in order to prepare the document that they'll rewrite in a complete and coherent way.

Contents

- 3.3.1 Same as lessons 1 and 2.
- 3.3.2 Sentence structure.
- 3.3.3 Techniques of a paragraph.