

CORPORATE COURSE CONTENT

Alliance Française of Johannesburg

Hours of tuition			Learners are able to...
120	80	40	<p>Introduce themselves and someone else (contact details, professional and personal information)</p> <p>Request a document and fill in a form</p> <p>Provide personal information about themselves (hobbies, family)</p> <p>Say what the weather is like</p> <p>Ask for something (information and object)</p> <p>Partake in a simple phone conversation</p> <p>Leave and take a message</p> <p>Write a simple e-mail and SMS</p> <p>Set an appointment or meeting</p> <p>Accept / refuse an invitation / reschedule an appointment or meeting</p> <p>Book and buy a ticket (plane and train) (give the time, ask the price...)</p> <p>Book a hotel room</p> <p>Manage in a hotel</p> <p>Give / ask for directions in a building and in a town</p> <p>Talk about their daily tasks</p> <p>Talk about their diet</p> <p>Give instructions and ask for explanations</p> <p>Order a meal in a restaurant</p> <p>Purchase something in a shop or online (clothes)</p> <p>Find accommodation (rental of a flat or an office)</p> <p>Talk about a company and its organisation (background, activities, main figures...)</p> <p>Describe a fabrication process</p> <p>Write a simple document on internal rules</p> <p>Write a job offer</p> <p>Write a simple CV</p> <p>Manage in a job interview (provide personal background and ask for information on contract terms and conditions)</p> <p>Take part in simple discussions on work environment</p> <p>Write short professional letters</p> <p>Draft a programme and provide input on current activities and way forward</p> <p>Follow instructions on a voice mail</p> <p>Perform simple banking transactions</p> <p>Describe simple ailments and go to the doctor</p> <p>Report broken down equipment</p> <p>Talk about a past event</p> <p>Write a short letter of complaint</p> <p>Make a deposition</p>