

CORPORATE COURSE CONTENT

Advanced level

Alliance Française of Johannesburg

Hours of tuition			Learners are able to...
120	80	40	<p>Talk about professional tasks</p> <p>Welcome a new colleague</p> <p>Take part in informal conversations on everyday topics</p> <p>Give an advice</p> <p>Take part in a meeting</p> <p>Talk about work environment</p> <p>Talk about a project</p> <p>Describe and promote a service</p> <p>Present and recommend a file</p> <p>Write a short descriptive document on a product, insisting on its strong points</p> <p>Write a simple charter on do's and don'ts in the work place</p> <p>Talk about a proposed line of action</p> <p>Leave a message on voice mail</p>
			<p>Inquire about a touristic destination to organise a trip</p> <p>Act on a problem</p> <p>Write a formal e-mail</p> <p>Report orally on a mission</p> <p>Provide information on one's professional background</p> <p>Write an invitation to a professional event</p> <p>Organise an event</p> <p>Deliver a simple acknowledgement speech</p> <p>Report orally on a meeting and follow up actions</p> <p>Write a note on dispositions and consequences</p> <p>Write and answer to a letter of reclamation</p> <p>Interact to solve issues (reclamation, problems)</p>
			<p>Understand and take part in a meeting</p> <p>Understand articles on simple financial topics</p> <p>Collaborate on a project</p> <p>Write a letter / e-mail to give your point of view</p> <p>Talk about a social conflict</p> <p>Talk about someone's resignation</p> <p>Provide detailed explanations</p> <p>Write a short yearly report</p> <p>Highlight issues</p> <p>Take part in a performance review</p> <p>Talk about training / team work</p>