Tunisian Republic
Private Higher School of Engineers of Gafsa
Private Higher Education Institution,
State-approved under N° 05-2013

Course Title:	**Communication technique and preparation for Delf Pro 2**
Course Code:	LAC442
Program:	Master Degree In Computer Engineering
Department:	Computer Engineering
Course coordinator:	Dr. Hatem KRIMI
Institution:	Private Higher School of Engineers of Gafsa (ESIP)

A. Course Identification

1. **Credit hours:** 1.5 (1.5-0-0)
2. Course type   **a.** College ☐ Department ■ Others ☐   **b.** Fundamental ■ Transversal ☐ Optional ☐
3. **Level/year at which this course is offered:** 2.2/3
4. **Pre-requisites for this course (if any):** LAC152, LAC252, LAC3352

1. **Mode of Instruction** (mark all that apply)

No	Mode of Instruction	Contact Hours	Self-study	Total workload
1	**Traditional classroom**	…..		
2	**Blended**	22.5		
3	**E-learning**	......	16.5	39
4	**Distance learning**	......		
5	**Other ()**	......		

2. **Contact Hours (based on academic semester)**

No	Activity	Contact Hours
1	**Lecture**	10
2	**Laboratory/Studio**	12,5
3	**Tutorial**	-
4	**Others** (specify)	-
	Total	22,5

B. Course Objectives and Learning Outcomes

Tunisian Republic
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Course Description

This course enhances students' professional communication skills in French, specifically tailored for business and workplace interactions. It focuses on advanced professional language proficiency, preparing students for successful completion of the DELF Pro 2 certification. Through interactive scenarios, including business writing, job interviews, presentations, meetings, and professional documentation, students will refine their fluency, accuracy, and confidence in professional communication contexts

Course Main Objective

- ✓ Strengthen students' command of professional French for workplace communication.
- ✓ Develop advanced skills in professional writing, covering business correspondence, reports, cover letters, and CVs.
- ✓ Enhance oral presentation and meeting management skills in professional settings.
- ✓ Provide structured preparation for the DELF Pro 2 examination, encompassing reading, writing, listening, and speaking.

1. **Course Learning Outcomes**

	CLOs		Aligned PLOs
1	**Knowledge and Understanding**		
1.1		Demonstrate advanced proficiency in professional French communication techniques and vocabulary.	PLO K.1
		Prepare and deliver effective professional documentation and conduct job interviews with confidence.	PLO K.2
2	**Skills**		
2.2		Apply precise, structured, and persuasive professional writing and communication skills.	PLO S.2
		Effectively deliver oral presentations and manage professional meetings.	PLOS.6
		Continuously develop and adapt professional communication strategies for diverse workplace scenarios.	PLOS.7

C. Course Content

No	List of Topics	Contact Hours
1	Presentation of the course and level test through a discussion topic.	2
2	Fundamental concepts of communication (Process, means, functions and	2,5

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	obstacles...)	
3	Techniques of modern professional communication (supporting text)	3
4	Professional writing (report, minutes, note, summary, cover letter, CV...)	3
5	How to write a cover letter and a professional CV	2,5
6	Speaking (oral presentations...) and conducting meetings (preparation, evaluation and conflict management...)	3,5
7	Audio-visual session: videos to watch and comment on (Job interview, how to write a good CV, a covering letter, producing a professional e-mail...)	3,5
8	Pre-examination debriefing	1
9	Main review	1,5
Total		22,5

D. Teaching and Assessment

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	**Knowledge and Understanding**		
K.1 K.2	Demonstrate advanced proficiency in professional French communication techniques and vocabulary. Prepare and deliver effective professional documentation and conduct job interviews with confidence.	• Interactive lectures • Practical workshops • Role-play and simulation exercises • Multimedia-enhanced learning sessions	Assignments, Quizzes, Exams,
2.0	**Skills**		
S.2	Apply precise, structured, and persuasive professional writing and communication skills	• Interactive lectures • Practical workshops • Role-play and simulation exercises • Multimedia-enhanced learning sessions	Assignments, Quizzes, Exams, Report,
S.6	Effectively deliver oral presentations and manage professional meetings.		
S.7	Continuously develop and adapt professional communication strategies for diverse workplace scenarios.		

2. Assessment Tasks for Students

	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Practical Work (written or oral)	Weekly	00%
2	Quizzes, Homework assignments	Random	00%
5	Final Exam	16	100%

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E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice:
- Office hours - Blackboard interface - Academic advisor - Bibliotic

F. Learning Resources and Facilities

1. Learning Resources

Required Textbooks	- Ouvrage de préparation au DELF en français langue étrangère (FLE), dans la collection ABC Delf - Blondeau, N., Allouache, F., & Né, M.-F. (2013). *Littérature progressive du français avec 600 activités.* . Paris : CLE International. - Jamet, M.-C., & Collini, V. (s.d.). *Préparation à l'examen du DELF B2* . Paris : CLE International.
Essential References Materials	- NA
Electronic Materials	- Français : préparation au DELF et DALF
Other Learning Materials	- NA

2. Facilities Required

Item	Resources
Accommodation	**Classroom board** **Computer lab with the necessary software** **Internet access**
Technology Resources	**Data projector**

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of teaching and assessment.	Students, course coordinator, Alumni, Employers	Direct/Indirect
Extent of achievement of course learning outcomes.	Faculty, Program Leaders, quality department	Direct
Quality of Learning resources	Faculty, Program Leaders,	Direct, Indirect

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Evaluation Areas/Issues	Evaluators	Evaluation Methods
Teaching and learning quality and effectiveness.	Students, Faculty Program Leaders,	Direct, Indirect

H. Specification Approval Data

Council / Committee	Computer Engineering Council
Date	07/02/2024