

Comprehension - a Job advertisement

Class Objective: I am able to read and understand a job advertisement in French.

Concept A: Vocabulary required for the topic:

Various designations and departments in French:

1. Direction Générale - Head office, General Management
2. Président Directeur Général - PDG - CEO
3. Directeur - Director, Head
4. Service - department
5. Service Technique - Technical department
6. Service Commercial - Commercial département/sales department
7. Service Administrative - Administrative department
8. Chef des projets - Project Manager
9. Chef de la production - Production Manager
10. Chef des ventes - Sales Manager
11. Chef de la publicité - Advertising Manager
12. Chef du personnel - Personnel Manager
13. Chef de la comptabilité - Accounts Head
14. Formateur(rice) - Trainer
15. Parcours Emploi Compétences - Training or upskilling

Verbs required to describe a job profile:

1. Mettre - to put
2. Gérer - to manage
3. Assister - to attend
4. Conseiller - to advice
5. Créer - to create
6. Chercher/rechercher - to look for
7. Mettre en place - establish

Talking about skills:

1. Dactylographie: typing
2. Comptabilités - accounting
3. Language knowledge
 - a. * (Basic) knowledge - Notions
 - b. * Conversant - Maîtrise convenable, Bonnes connaissances
 - c. * Proficient - Lu, écrit, parlé
 - d. * Fluent - Courant
 - e. * Bilingual - Bilingue
 - f. * Native language - Langue maternelle
4. Gestion des produits - product management
5. Classement - filing

1. **Introduction**

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3. **Method**

- 1. **Study Design**
- 2. **Participants**
- 3. **Intervention**

4. **Results**

- 1. **Primary Outcome**
- 2. **Secondary Outcome**
- 3. **Subgroup Analysis**

5. **Conclusion**

- 1. **Summary**

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