



Level 2 Accreditation in Business French and German (The Language Alliance)

The level 2 Accreditation (available in French, Spanish and German) is aimed at boosting candidates' linguistic skills and employability prospects and is designed to give learners an insight into the world of international business.

Who is this course aimed at?

This course is aimed at post 16 candidates, undergraduates and professionals in the workplace who have ideally achieved a level 2 qualification (e.g. GCSE) in either French and German and or who already have a reasonable grasp of grammar.

Term	Topic studied	What will I learn?	How will I be assessed?	Wider reading:
Year 12 Autumn	1. Companies and organisations	<ul style="list-style-type: none"> Meeting and greeting Formal use of 'you' Job/career profiles Personality traits, skills and work experience. Current and future study/career plans. Job adverts Drafting a CV Formal letter conventions Job applications 	<ul style="list-style-type: none"> Write a job application letter for work experience based on a brief <i>Candidates can use reference materials for the end of module assessments which comprise 40% of the final mark.</i> 	<p>Grammar:</p> <ul style="list-style-type: none"> Present tense Imperfect Perfect tense Near future Future tense Conditional tense Adjectival agreements Question words Since/for + present construction Imperative Conditional Modal verbs Subjunctive Prepositions for location Alphabet 24 - hour clock Comparative structures Superlative structures Asking questions Negative <p>German (in addition to the above):</p> <ul style="list-style-type: none"> Cases Word order Separable verbs <p>20 Minutes Économie – Easier to access for intermediate learners. https://www.20minutes.fr/economie/</p> <p>RFI Savoirs – Le français économique – Audio exercises and articles for learners. https://savoirs.rfi.fr/fr/apprendre-enseigner/langue-francaise/le-francais-economique</p>
	2. Correspondence and communications	<ul style="list-style-type: none"> Work related emails conventions Contracts Form filling Interviews Dates and months Numbers 1-30 	<ul style="list-style-type: none"> Read and write an email response regarding commencement of a job <i>Candidates can use reference materials for the end of module assessments which comprise 40% of the final mark.</i> 	
	3. Rules and regulations	<ul style="list-style-type: none"> Office related procedures and instructions Automated message instructions Health and safety rules and regulations in the office Health and safety rules and regulations in the factory Signs and notices 	<ul style="list-style-type: none"> Understand written rules, regulations and instructions <i>Candidates can use reference materials for the end of module assessments which comprise 40% of the final mark.</i> 	
Year 12 Spring	4. Travel and announcements	<ul style="list-style-type: none"> 24 hour clock Numbers to 1,000s Hotel requests and reservations Train travel, reservations and timetables Underground and tram travel Taking a taxi 	<ul style="list-style-type: none"> Understand travel related announcements and directions <i>Candidates can use reference materials for the end of module assessments which</i> 	<p>Nachrichtenleicht.de – Weekly news in simple German, occasionally with business-related content. https://www.nachrichtenleicht.de/</p> <p>"Deutsch – warum nicht?" (Series 3 & 4) by DW – Business and workplace themes.</p>

		<ul style="list-style-type: none">• Air travel and airport procedures• Asking and receiving directions• Locations• Town features• Alphabet• Travel problems	<i>comprise 40% of the final mark.</i>	https://learngerman.dw.com/en/learn-german/s-9528
	5. Sales and marketing	<ul style="list-style-type: none">• Brands and logos• Consumer choice Describing/giving opinions on products and services• Comparing products and services• Marketing techniques• Presentation skills• Asking questions• Fillers and interjections	<ul style="list-style-type: none">• Deliver a product or service presentation• <i>Candidates can use reference materials for the end of module assessments which comprise 40% of the final mark.</i>	
	6. Customer service	<ul style="list-style-type: none">• Customer service best practice• Dealing with customers over the phone• Dealing with customers face to face• Dealing with written complaints• Dealing effectively with problems and complaints	<ul style="list-style-type: none">• Take part in customer focused dialogues• <i>Candidates can use reference materials for the end of module assessments which comprise 40% of the final mark.</i>	
Year 12 Summer	Revision & practice of all key skills	<ul style="list-style-type: none">• Listening• Speaking• Reading• Writing	<u>Final unseen assessment:</u> <ul style="list-style-type: none">• Speaking & Listening: 30%• Reading and writing: 30%• <i>The unseen final assessments comprise 60% of the final mark and candidates are not allowed to use reference materials.</i>• <i>The unseen final assessments take place each year at the end of May.</i>• <i>Candidates will receive a graded certificate of pass, merit or distinction.</i>	
For students who complete the level 2 Accreditation successfully, we recommend they carry onto the level 3 blended learning business language course which is a none graded, portfolio-based course/qualification and can lead to 16 UCAS points.				

All students will need to use dictionaries:

- www.wordreference.com
- www.linguee.co.uk

Verb tables are also useful:

- www.verbix.com was the one favoured again by last year's Year 13