

FRENCH BUSINESS LANGUAGE TEXTBOOKS

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Last Updated: November 2012

- Batchelor, R. E.; M. Chebli-Saadi. French for Marketing: Using French in Media and Communication. Cambridge; New York: Cambridge Univ. Press, 1997. Advanced. Focus on marketing in context of advertising, media and communications. Each chapter focuses on extracts from newspapers and magazines, followed by a variety of exercises. Publisher's website: www.cambridge.org. ISBN: 0-521-58500-7.
- Berg, R. J. Parlons affaires! Initiation au français économique et commercial. Boston: Thomson/Heinle, 2006. Advanced. Twelve "modules" focusing on major aspects of running a business, including categorization of companies, marketing, transport, insurance, communication. Textbook website: <http://parlonsaffaires.heinle.com>. ISBN: 1-4130-0588-8.
- Besnard, Christine; Charles Elkabas. Pratique des affaires et correspondance commerciale en français. 2e édition rev. et corr. Toronto: Canadian Scholar's Press, 1997. Advanced. Text divided into two parts: "Pratique des affaires" (12 chapters on various aspects of business) and "Correspondance commerciale." Material placed in context of doing business in Canada. Publisher's website: www.cspi.org. ISBN: 1-55130-136-9.
- Blackbourn, Barbara L.; Catherine Marin. Interfaces: Les Affaires et la technologie à travers la vie de tous les jours. New York: John Wiley and Sons, 1997. Textbook and guide d'étude. Intermediate/advanced level. Eighteen dossiers focusing on basic vocabulary and concepts. Several dossiers on computers and the internet. Review grammar in guide d'étude. Publisher's website: www.wiley.com. ISBN: 0-471-13893-2.
- Bloomfield, Anatole; Béatrice Tauzin. Affaires à suivre: cours de français professionnel de niveau intermédiaire. Paris: Hachette, 2001. Intermediate/advanced. Fifteen units focusing on organization of a business and basic skills for working in a business setting. Designed for preparing students for CCIP exams (CFP and DFA1). Livre de l'élève, cahier d'exercices, CD audio, guide pédagogique. Accompanying video: Vivez les affaires. Publisher's website: www.hachette.com. ISBN: 2-01-155164-1.
- Bombardieri, Corinne; Philippe Brochard; Jean-Baptiste Henry. L'entreprise. Paris: Hachette (Simulations Globales), 1996. Advanced level. Focus on procedures for creating a company, hiring personnel, and conducting day-to-day business. Publisher's website: www.hachette.com. ISBN: 2-01-15-4995-7.
- Bower, Malcolm; Lucette Barbarin. French for Business. Fifth edition. London: Hodder and Stoughton, 2002. Intermediate/advanced. Text, cassettes, and support book. Thirteen chapters on various aspects of business dealings and communication. Extensive grammar review and exercises. Each chapter includes a "scénario," grammar review, listening and reading exercises, and section on

French business and business culture. Publisher's website: www.hodderheadline.co.uk. ISBN: 0-340-84692-5.

Calmy, Anne-Marie. Le français du tourisme. Paris: Hachette, 2004. Intermediate level. Intended for preparation for the CCIP Certificat du Français du Tourisme et de l'Hôtellerie. Emphasis on oral and written proficiency in the context of hotel and tourism industries. Publisher's website: www.hachette.com. ISBN: 2-0115-5226-5.

Cherifi, Soade; Bruno Girardeau; Marion Mistichelli. Travailler en français en entreprise 2. Paris: Didier, 2009. Textbook, CD-ROM, guide pédagogique. Intermediate level. Continuation of Gillmann book listed below. Focus on communication skills for a professional environment. Publisher's website: www.didierfle.com. ISBN: 978-2-278-06261-4.

Cloose, Éliane. Le français du monde du travail. Grenoble: Presses universitaires de Grenoble, 2004. Intended for preparation for new CCIP exams. Ten chapters on major aspects of business world. Advanced level. Publisher's website: www.pug.fr. ISBN: 2-7061-1185-2. NOTE: New edition published in 2009.

Corbeau, Sophie; Chantal Dubois; Jean-Luc Penfornis. Tourisme.com. Paris: Clé International, 2004. Intermediate level. Designed for initial preparation for the Certificat de français du tourisme et de l'hôtellerie of the CCIP. Emphasis on communication skills, as well as grammar study. Publisher's website: www.cle-inter.com. ISBN: 2-0903-3174-7.

Dahan, Lionel; Pierre Morel. Maîtrisez le français commercial en 40 dossiers. Paris: Pocket, 2004. Advanced. Short dossiers divided into five sections: La France, Aspects économiques, Aspects sociaux et juridiques de l'entreprise, Échanges commerciaux, L'Argent. No exercices. Publisher's website: www.pocket.fr. ISBN: 2-266-13970-3.

Danilo, Michel; Béatrice Tauzin. Le Français de l'entreprise. Paris: Clé International, 1997. Text and cassette. Ten dossiers, eg. looking for a job, understanding a business, organization, finances, etc. Limited number of exercices (mainly fill in blank). Publisher's website: www.cle-inter.com. ISBN: 2-19-033580-9.

Danilo, Michel; Jean-Luc Penfornis. Le Français du droit. Paris: Clé International, 1998. Advanced. Textbook and cassette. Introduction to concepts of French and European law, oral and written communication. Preparation for CCIP exam. Publisher's website: www.cle-inter.com. ISBN: 2-0903-3589-0.

Delcos, Jacques; Bernard Leclercq; Merja Suvanto. Carte de visite: Français des relations professionnelles. Paris: Didier, 2000. Text to accompany Carte de visite video series. Also has an accompanying Guide de conversation. Focus on communication skills necessary in the workplace. Publisher's website: www.didierfle.com. ISBN: 2-278-05024-9.

Dobbins, Tim; Paul Westbrook. Business Companion: French. New York: Living Language, 2003. Phrase book and audio CD with more than 600 phrases for listening practice. Publisher's website: www.randomhouse.com/livinglanguage/. ISBN: 1-4000-2041-7.

- Dufour, H  l  ne. Introduction aux communications d'affaires. Montr  al; Toronto: Cheneli  re/McGraw Hill, 2004. Third edition. Text and cahier d'exercices. Detailed guide to business correspondence. Emphasis on Canadian business concepts. Primarily intended for native speakers. Publisher's website: www.dlcmcgrawhill.ca. ISBN: 2-7651-0339-9.
- Federico, Salvatore; Catherine Moore. Cas Pratiques pour le Fran  ais des Affaires. New York: McGraw Hill, 1997. Second edition. Advanced level. Short texts about companies followed by exercices on comprehension, vocabulary, and topics for discussion. Publisher's website: www.mheducation.com/search.html. ISBN: 0-0710-9358-3.
- Gaeng, Paul. Le Monde de l'entreprise francaise. Initiation au langage des affaires. Wilhemsfeld: Gottfried Egert, 2001. Fourth edition. Advanced. In-depth overview of the workings of a business. Focus on explanation of vocabulary. Very few exercises (all in appendix). Brief French glossary. Publisher's website: www.egertverlag.de. ISBN: 3-926972-88-2.
- Gautier, Marianne. Banque-finance.com. Paris: Cl   International, 2004. Intermediate/advanced, specialized. Advertised as "cahier compl  mentaire" to Cl   International's point.com collection. In-depth study of banking and finance terminology and situations. Publisher's website: www.cle-inter.com. ISBN: 2-0903-3181-X.
- Gillmann, Bernard. Travailler en fran  ais en entreprise. Paris: Didier, 2007. Textbook, CD-ROM, guide p  dagogique. Elementary level. Focus on basic communication skills for a professional environment. Publisher's website: www.didierfle.com. ISBN: 978-2278-061037.
- Gruneberg, Anne; B  atrice Tauzin. Comment vont les affaires?. Paris: Hachette, 2000. Texte, cahier d'exercices, CD audio, guide p  dagogique. Beginner's level. Business French for beginners, with emphasis on preparing for CCIP exams. Focus on basic language and communication skills in business context. Publisher's website: www.hachette.com. ISBN: 2-01-155144-7.
- Guilloton, No  lle; H  l  ne Cajolet-Lagani  re. Le fran  ais au bureau. 5e   dition. Qu  bec: Gouvernement du Qu  bec, Office de la langue fran  aise, 2000. Useful reference work. Three major parts: communication, vocabulaire et grammaire, typographie, protocole t  l  phonique. Publisher's website: www.oqlf.gouv.qc.ca.
- Hubbell, Amy L. A la recherche d'un emploi: Business French in a Communicative Context. Newburyport, MA: Focus Publishing, 2011. Advanced. Focus on preparing students for working in a French-speaking environment, with emphasis on skills needed for seeking a job. Publisher's website: www.pullins.com. ISBN: 978-1-58510-372-0.
- Lamoureux, Jean. Les combin  s du t  l  phone: pratique de la communication t  l  phonique en fran  ais. Grenoble: Presses universitaires de Grenoble, 2001. Emphasis on communication on the telephone. Includes exercices focusing on simulations, numbers and letters, use of the telephone, oral proficiency. Text and cassette. Publisher's website: www.pug.fr. ISBN: 2-7061-0516-X.
- Le Goff, Claude. Le Nouveau French For Business. Paris: Hatier/Didier, 2000. Text and two cassettes; livret du professeur. Advanced level. Based on pre-2000 CCIP exams. Fourteen chapters on major

- aspects of business world. Dialogues followed by vocabulary practice, texts for comprehension. Publisher's website: www.didierfle.com. ISBN: 2-278-04408-7.
- Loughrin-Sacco, Steven; Robert André Gagnon. Québec Inc.. San Diego: SDSU CIBER Press, 2000. Case studies based on Quebec companies and agencies. Publisher's website: www-rohan.sdsu.edu/dept/ciber/pubs.html. ISBN: 2-920730-62-2.
- Mitchell, Margaret. Pour parler affaires. London: Chancerel, 2000. Livre de l'étudiant, livre d'activités, cassettes/CD audio, teacher's guide. Intermediate level. Focus on oral and written business communication practices. Publisher's website: www.chancerel.com/pourparler. ISBN: 1-899888-71-3.
- Mourlhon-Dallies, Florence; Jacqueline Tolas. Santé-médecine.com. Paris: Clé International, 2004. Advanced, specialized. Organized into six parts: patients et médecins, les médicaments, vaccins et examens médicaux, l'hôpital, l'hospitalisation en chirurgie cardiaque, profession infirmière. Publisher's website: www.cle-inter.com. ISBN: 2-0903-3180-1.
- Penfornis, Jean-Luc. Affaires.com. Paris: Clé International, 2003. Livre de l'élève, cassette/CD audio, guide pédagogique. Advanced level. Chapters focus on the different aspects of the functioning of a business. Publisher's website: www.cle-inter.com. ISBN: 2-09-033176-3.
- Penfornis, Jean-Luc. Français.com: débutant. Paris: Clé International, 2007. Livre de l'élève, 2 CD audio collectifs, cahier d'exercices, guide pédagogique. Elementary level [débutant/faux débutant]. Addresses basic conversational and situational needs for working in a professional context. Publisher's website: www.cle-inter.com. ISBN: 978-2-09-035424-9.
- Penfornis, Jean-Luc. Français.com: intermédiaire. Paris: Clé International, 2002. Livre de l'élève, cassette/CD audio, cahier d'exercices, guide pédagogique. Intermediate/advanced level. Focuses primarily on individual-based vocabulary and scenarios [travel, banking, job search]. Publisher's website: www.cle-inter.com. ISBN: 2-09-035424-9. NOTE: the new edition of the textbook indicates that it is "intermédiaire", since a work with the same name for "débutants" was published in 2007. Published in the United States as Business French: An Intermediate Course. Boston; New York: Houghton Mifflin, 2006. Textbook, Instructor Class Prep CD, student audio CD, student activities manual.
- Penfornis, Jean-Luc. Vocabulaire progressif du français des affaires. Paris: Clé International, 2004. Intermediate/advanced level. Texte and corrigé. Brief presentation of vocabulary accompanied by numerous exercises. Publisher's website: www.cle-inter.com. ISBN: 2-09-033803-2.
- Sanchez Macagno, Marie-Odile; Lydie Corado. Faire des affaires en français. Analyser... s'entraîner... communiquer.... Vanves: Hachette (Activités), 1997. Advanced level. Divided into four parts and fourteen dossiers covering various aspects of French businesses, their environment, and their operations. Activities oriented towards CCIP exam. Publisher's website: www.hachette.com. ISBN: 2-01-1550-807.

- Soignet, Michel. Le français juridique. Paris: Hachette, 2003. Advanced, specialized. Emphasis on legal vocabulary, French and European legal systems. Preparation for the CCIP Certificat du Français Juridique. Publisher's website: www.hachette.com. ISBN: 2011552001.
- Tauzin, Béatrice; Anne-Lyse Dubois. Objectif express: le monde professionnel en français. Paris: Hachette, 2006. Textbook, CD encarté, guide pédagogique, coffret de CD pour la classe. Elementary level. Focus on basic conversational situations, with emphasis on professional activities. Publisher's website: www.hachette.fle-livre.fr. ISBN: 978-2011-554277.
- Tauzin, Béatrice; Anne-Lyse Dubois. Objectif express 2. Paris: Hachette, 2009. Textbook with CD audio, cahier d'activités, guide pédagogique. Intermediate/advanced level. Publisher's website: www.hachette.fle-livre.fr. ISBN: 978-2-01-155509-0.
- Truscott, S; M. Mitchell; B. Tauzin. Le français à grande vitesse: "Parlons affaires". Paris: Hachette, 1994. Textbook, teacher's manual, three cassettes. Intensive "elementary" text with focus on practical business situations. Publisher's website: www.hachette.com. ISBN: 2-01-020322-4.