

Module 1

Etiquette and Introductions

Produced with the collaboration of KnowledgeOne and
Le ministère de l'Éducation et de l'Enseignement supérieur (MEES).

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Course Objective

The goal of this course is to give Co-op students the tools to state information about themselves - in the context of an interview - in French.



Lesson Objective



In this lesson, we will review using formal language and proper etiquette when arriving at an interview and introducing yourself.

Formal Language and Etiquette

When arriving for an interview, you may first need to report to a reception area. This is how you may be greeted:

- "Hello, who are you here to see?"

🔊 « Bonjour, qui venez-vous rencontrer? »

or

- "Hello, how may I help you?"

🔊 « Bonjour, comment je peux vous aider? »

TIP

Greet the person at the reception

State:

- your name
- the name of the employee you are meeting
- the time of the meeting
- the position you are interviewing for


Formal Language and Etiquette

Here is an example of how to greet a person when showing up for an interview.

- “Hello, my name is [tell your name]. I am here to interview for the position of [name of the exact position] with [name of the person you are meeting] at [time of meeting].”
 - « Bonjour, mon nom est [tell your name]. Je viens rencontrer [name the person you are meeting] pour une entrevue, à [time of meeting], pour le poste de [name of the exact position]. »

Formal Language and Etiquette

Here is an example of how to greet a person when showing up for an interview.

- "Hello, my name is Mike. I am here to interview for the position of Software Programming Intern with Monica Rizzo at 11 o'clock."
-  «Bonjour, mon nom est Mike. Je viens rencontrer Monica Rizzo pour une entrevue, à 11 h, pour le stage de programmeur informatique. »

Formal Language and Etiquette

After arriving, some companies may ask you to sign-in or to fill in a short form with some of your general information.

TIP

In French, it is traditional to ask for the last name first on forms. "Nom" refers to your last name and "prénom" refers to your first name.



Formal Language and Etiquette



Do not greet interviewers by kissing them on either cheek!
In a professional setting such as an interview, a firm handshake is appropriate.

The Formal “You”

When being interviewed, it is important to use formal language as you are in a professional environment.

NOTE

This includes how you address your interviewer.

- “I am happy to meet you. Here is my resume.”

🔊 «Je suis ravi de vous rencontrer. Voici mon CV. »

French uses several pronouns

English	Français
I	🔊 Je
My	🔊 Mon/ma
My (plural)	🔊 Mes
You (formal or a group)	🔊 Vous
Your (plural-formal)	🔊 Vos

Role-play Scenario

Watch the following examples to see how you behave when reporting for a job interview at a company.

Follow along with the provided PDF scripts (**Scenario_M1**) in the resource section.

Write down any errors you see.

Role-Play Video – Scenario 1



Role-play Scenario Review



Catherine has introduced herself at the reception desk

Having watched the scenarios, how do you feel the job applicant did?

The first scenario showed us what a bad interaction looks like.

What did you notice that made the interaction bad?

The job applicant:

- Does not introduce herself formally
- Does not initially specify why she is there
- Asks for the recruiter by his first name

Role-play Scenario Review



Catherine has introduced herself
at the reception desk

The second scenario showed us what a good interaction looks like.

What did you notice that made the interaction good?

The job applicant:

- Introduces herself formally
- Immediately specifies why she is there
- Asks for the recruiter by his last name



Though a short encounter, Catherine's actions show good etiquette.

Formal Language and Etiquette

Do not address the interviewer by their first name. Proper terms to address people with in a professional setting:

TIP

Practice pronouncing the name of the interviewer. Knowing the name of the person you are meeting will help you make a good impression.

English	Français
Ms. or Mrs.	 Madame
Mr.	 Monsieur

- “Hello Mr. Huillet, it is nice to meet you”
 « Bonjour M. Huillet, c'est un plaisir de vous rencontrer »

Introduce Yourself



It is important to have a short introduction for yourself prepared.

An introduction should include:

- Your name
- Program of study
- You are a member of the Institute for Co-operative Education
- What aspect of the company you are most interested in

Introduce Yourself

- “Hello, my name is Emile Beauchamp. I am studying marketing at Concordia University and am a member of the Institute for Co-operative Education. I am looking forward to learning more about Rosebec.”

🔊 « Bonjour, mon nom est Émile Beauchamp. J'étudie le marketing à l'Université Concordia et je suis membre de l'Institut d'enseignement coopératif. J'ai hâte d'en apprendre davantage sur les processus de Rosebec. »

Be Honest About Your Level of French

Be honest about the level of your fluency in French.

Quel est votre niveau de maîtrise du français? (What is your fluency level in French?)



Be Honest About Your Level of French

Here are some sentences that express different levels of fluency.

- "I am a beginner in French"

🔊 « Je suis un débutant en français »

- "I have basic French skills"

🔊 « J'ai des connaissances de base
du français »

- "I can speak a little French"

🔊 « Je parle un peu français »

- "I can write some French"

🔊 « Je sais un peu écrire en français »

Be Honest About Your Level of French

Making an effort to speak French to the best of your ability will make a good impression. Here are a few ways to state your desire to develop your French language skills.

Familiar language, but appropriate for an interview
(spoken language/langage parlé) :

- "I am interested in working on my fluency in French"

🔊 « J'aimerais travailler davantage pour améliorer mon français »

Be Honest About Your Level of French

Making an effort to speak French to the best of your ability will make a good impression. Here are a few ways to state your desire to develop your French language skills.

More formal language, shows a better mastery of the language:

- "I would like to take lessons to develop my French language skills"
🔊 « Je souhaite suivre plus de cours pour améliorer ma maîtrise de la langue française »

Be Honest About Your Level of French

Making an effort to speak French to the best of your ability will make a good impression. Here are a few ways to state your desire to develop your French language skills.

Very advanced and formal language (niveau de langue soutenue):

- "I think it is important to speak French in this field, which is why I am taking lessons to improve my French language abilities"

🔊 « Je pense qu'il est important de parler en français dans ce domaine, c'est pourquoi je prends des leçons pour améliorer ma maîtrise de la langue »

Role-play Scenario

Watch the following example to see how a recruiter may ask a job applicant about their French skills.

Follow along with the provided PDF scripts in the resource section.

Role-Play Video



Role-play Scenario Review



Catherine has talked about her fluency level

This is a good example of showing the importance of the French language and your willingness to develop your language skills.

Workshop Preparation

Before your first workshop, take some time to draft responses to the following questions. Do your best to write the answer in French.

- Please introduce yourself
- What is your level of French?



French Pronunciation Practice



As you prepare your interview responses in French throughout the course, you will also need to practice your pronunciation skills.

Watch the following video for more guidance on French pronunciation.

[Learn French Pronunciation in 12 Minutes](#)

Wrap-Up

You should now:

- Have an understanding of basic etiquette and formal language used in the workplace
- Be able to introduce yourself
- State your level of fluency in French
- Be honest about your language skills

TIP

There is a glossary of terms available in the resource section of the course website. You can review these terms to practice your French language skills and help prepare you for interviews.

THANK YOU

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