ONE PAGE SUMMARY

Language Learning › French › Business French

Beginner lessons for Business French

Master the Basics of Business French for Success!

DEFINITION

> Business French focuses on vocabulary and phrases used in professional settings. It's essential for effective communication in French-speaking workplaces.

KEY CONCEPTS

Formal Greetings

Use polite phrases like 'Bonjour' and 'Bonsoir' to greet colleagues and clients.

Common Vocabulary

Learn key terms related to business, such as 'entreprise' (company) and 'réunion' (meeting).

Basic Phrases

Familiarize yourself with essential phrases like 'Je voudrais' (I would like) for polite requests.

Email Etiquette

Understand how to structure formal emails, including salutations and closings.

Numbers and Dates

Practice numbers for pricing and dates for scheduling meetings.

EXAMPLES

→ Bonjour, comment puis-je vous aider?

→ Je voudrais discuter de notre projet.

→ Quand est la prochaine réunion?

MEMORY TIPS

★ Associate 'Bonjour' with 'Good day' to remember its use in greetings.

★ Link 'réunion' with 'reunion' in English to recall its meaning.

★ Visualize a formal email layout to remember the structure.

COMMON MISTAKES

✗ Using informal language in professional settings.

✗ Confusing masculine and feminine nouns.

✗ Neglecting proper email formatting.

QUICK RECAP

Business French is essential for communication in professional environments. Focus on formal greetings, common vocabulary, and email etiquette to succeed.