

SYNOPSIS DU COURS D'ANGLAIS DES AFFAIRES

PREMIER SEMESTRE

I- COMMERCE

1. Introduction to business english
2. Commerce
 - Definition
 - Different branches of commerce

3. Trade

The auxiliaries of trade :

- A. Transport
- B. Banking
- C. Insurance
- D. Ware housing
- E. Advertising

4. The main branches of trade

- Home trade (or domestic trade)
- Foreign trade (or overseas trade)

5. The different categories of trade

- The wholesale trade
- The retail trade

6. The import trade

7. The export trade

8. The fundamental aim of Commerce

- The profit
- The loss

9. The Style of a firm and the head office

10. The Chamber of Commerce

II- GRAMMAR

- a) The auxiliary verbs : to be and to have
- b) The idiomatic use of to be and to have
- c) The simple present and the continuous present
- d) The simple and the past continuous
- e) The present perfect
- f) Use of: Since – For – Ago

III- PRODUCTION

1. Factors of production
2. Evolution of industrial organization

3. Features of modern production

IV- CHANNELS OF DISTRIBUTION

1. The wolesale trade
2. The retail trade
3. The middlemen
4. The commission aguit
5. The broker
6. The auctioneer

DEUXIEME SEMESTRE

I- PAYMENT IN INTERNATIONAL TRADE

1. The documentary bill of exchange
2. A documentary letter of credit

II- THE INTERNATIONAL BODIES CONTROLING TARIFS AND TRADE

- GATT
- OMC

III- THE EUROPEAN ECONOMIC COMMUNITY (EEC)

IV- THE ROLE AND FUNCTION OF THE INTERNATIONAL MONETARY FUNDS

V- THE WORLD BANK

VI- ECOWAS

VII- UMOA

VIII- TYPES OF BUSINESS ORGANIZATION

1. Sole traders
2. Partnerships
3. Limited partnerships

IX- THE SALE AND PURCHASE OF GOODS

1. The contracts of sale
2. The credit sale
3. The deposit

X- PRINCIPAL DOCUMENTS USED IN CONNECTION WITH THE SALE AND PURCHASE

1. An order
2. A delivery note
3. An invoice
4. A preformed invoice, a consular invoice, a debite note, a credit note
5. A statement of Account, a receipt and a discount

XI- PAYMENTS: CASH AND CHEQUE
XII- INSURANCE

1. Introduction
 2. The insurance market
 3. The insurance contract: general points
 4. Insurance distribution
 5. Main categories of insurance
- Life insurance
 - Health insurance
 - Marine insurance
 - Fire insurance
 - Accident insurance

Grammar: See the book S. Berland-Délépine (Edition Ophrys)