

UNIVERSITY OF ABOMEY CALAVI

PHORAN PROJECT MASTER COURES

Speciality/Major: Digital Video Broadcasting(English for Specific Purpose)

Course duration: 30 HOURS (Hours taught by the lecturer and others devoted to students' personal works under the lecturer's guidance)

Course schedules: Mondays (8 to 1pm) – Tuesdays (2 to 7pm) and Thursdays (8 to 1pm)

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Course objective: In line with the global targets to reach within the angle of this Phoran Project in general , this course which is specially focused on video broadcasting, is mainly **framed out** to make **students get used to adequate terminologies in field of communication in general and information technology** in a specific perspective. In each case , some appropriate but important developments would be provided, regarding the most relevant and up-to- date knowledge students should grasp for professional performance.

Chapter One: Communication

A-Focus : Internal communication and External Communication.

B-Word Bank: French and English Versions.

! Everyday knowledge related to communication coupled with useful sentences followed with translations. (Reference made to the word bank)

C-Assignments (Practicing oral and written tasks based on notions taught earlier).

D-Wordbank (French and English Versions).

E- Translations

F- Assignments

F- Telephone Conversation Expressions

Chapter Two: Information Technology

A-Focus: An insight into the **four main tasks** associated with information.

B- Word Bank: French and English Versions.

! Everyday knowledge based on information technology, associated with useful sentences followed with translations.(Reference made to the Word bank).

C- Translations (Practicing oral and written tasks based on notions taught earlier)

Chapter Three: Describing a Visual Support and decoding a radio

Conversations

A-Types of Visual Aid – What’s it for..? (French and English Versions)

B-Descriptive Expressions (French and English Versions)

C-Building descriptive paragraphs basing on expressions taught earlier.

D-Video listening and comments (Testing students’ English listening skills).

CHAPTER ONE: COMMUNICATION

A-Internal communication: In limelight , the function of internal communication is to give **instructions** or **information** , motivate employees and improve **teamwork**. In fact, it may flow downwards (from top to bottom), upward (from bottom to top) , it may go horizontally (between people at the same level) or multidirectionally through a **grapevine**. We generally identify two **components** under internal communication: Verbal Communication and Written Communication.

Verbal Communication: In a very simple term , it takes place either face-to-face or by telephone (in this respect , one must include here video-conference facilities, which are being used more and more in large international companies).

Note: Face-to-face exchanges usually provide instant feedback but they are definitely **time-consuming**. Regular departmental meetings can easily become **time-wasting** if there is not a well-drafted agenda and if the participants are **ill-prepared**.

Written Communication: Nowadays , the internal memo (memorandum) is still one of the most frequently-used internal documents. It is widely used to give instructions or information and will be filed away for reference after reading.

Note: Other documents for internal use are **reports** (in which **facts are presented** , **illustrated** and **studied**), **minutes** (the details records of meetings), **agendas** (which list the topics for discussion during meetings), **notices** (which are displayed on **noticeboards** and announce **policy changes** or important coming events) and **house magazines** (used as morale boosters and information-providers in large companies). **Visual aids** (such as **bar-charts** , **pie charts**, **spread-sheet**, **diagrams**, **flipcharts** ,**graphs**, **drawings** or **photos**) are used to support verbal and written communications.

B-External communication

It is quite important to note that any contact with the general public, with suppliers, partners or corporate customers obviously has an impact on a company's image and a firm must carefully select the most appropriate means of communication for each particular case. Written information about products is usually contained in sale literature and advertisements,

in point of sale display material and press releases to journalists. Digital telecommunication technology, fibre optics and new high-capacity systems are transforming telecommunication. Individuals and companies already have access to banks of information through systems such as the Internet. To be able to compete on the world market, companies will have to be able to communicate with customers all around the globe and have access to up-to-date information and will soon be able to do so by means of ‘ information superhighways’ which will be extremely complex telecommunications networks connecting living-rooms and offices by means of interactive computer terminals.

C- Wordbank (French and English Versions)

English.....French

- 1-Agenda.....Ordre du jour.
- 2- An annual report.....Un rapport annuel.
- 3-A bank of Information.....Une banque d information.
- 4-A bar chart.....Un histogramme.
- 1- A corporate /company video.....Une vidéo d’entreprise.
- 2- An estimate.....un Devis.
- 3- A fax.....Une télécopie/Un télécopieur.
- 4- Fibre optics.....Les fibres optiques.
- 5- A grapevine.....Un réseau de communication en arborescence.
- 6- A house magazine.....une revue interne à l’entreprise.
- 7- A press conference.....une conférence de presse.
- 8- A press release.....un communiqué de presse.
- 9- A switchboard..... un standard (téléphonique).
- 10- A notice.....une affiche , un avis.
- 11- A pie chart.....Un camembert.
- 12- A morale booster.....Quelque chose qui remonte le moral.
- 13- To file away.....Classer.
- 14- To put something in writing.....mettre quelque chose par écrit.

D- Translations: (From French into English of sentences given by students themselves)

1-Sentences in French

- a) Les fibres optiques sont **de nos jours d'une grande importance** dans tout système de transmission.
- b) Le ministre de la communication **convoque** une conférence de presse pour 14h **à la salle rouge du palais des congrès.**
- c) **J'aimerais que** tu mettes les grandes lignes par écrit avant la **présentation.**
- d) Sur l'affiche du ministère, nous avons vu sa **démission** avant sa conférence de presse.
- e) **Il serait préférable** qu'il nous **ramène** les informations utiles.
- f) **Les primes** de fin d'année constituent quelque chose qui remonte le moral **aux travailleurs.**
- g) L'appel des auditeurs passe **d'abord** par le standard **avant tout contact avec** les techniciens.
- h) Avant de classer les dossiers, la secrétaire les **enregistre.**
- i) Nous **avons reçu** une lettre écrite **de la** Direction de l'école.
- j) Est- il possible qu'on connecte mon routeur personnel par fibre optique pour **le très haut débit ?**
- k) Tu voudras bien déposer **le cahier des charges** auprès du responsable chargé des affaires administratives.

2- Sentences translated into English

- a) **Nowadays**, fibre optics are very important **in any/every** system of transmission/transmission system.
- b) The minister of communication **conveys (to convey)** a press conference **for** 2pm **at** 'salle rouge du palais des congrès'
- c) **I would like you to** put **the highlights/main points** in writing before the presentation.(difference between **“to present”** and **“to introduce”**) eg1: Let me

present you the new product of our laboratory. Eg2: Please, can you introduce yourself to my guests?

- d) On the ministry noticeboard , **we have read about(to read about sth)** his **dismissal** (to **dismiss**) before his press conference.
- e) **It would be nice /good** that he comes with/ brings useful news/information.
- f) End of year bonuses represent something that/which is a morale booster for workers (**Trade union:** syndicat , **Trade unionist:** syndicaliste).
- g) **Listeners'** calls **pass through** the switchboard before any contact with technicians.
- h) Before ordering the files/filing away, the secretary **enrolls /registers** them.
- i) We have received **a written letter** from the institute administration.
- j) **Is it possible to** connect my personal router by **high-rate** fibre optics.
- k) **You should/may want to drop/deposit/lay down** the list of specifications at the responsible **in charge of** administrative affairs.

E- Assignment

Translate the following paragraph into French

These are **electronic substitutes**, **though**, that are the **long-term threat** to traditional mail. Because they do not **entail** collecting and **delivering** physical mail, they leave formal postal **monopolies** intact. Already, fax has **made inroads into** the market for business-to-business mail. Mail from **residential customers** to businesses is threatened by the ability to pay **bills** without needing **to post a cheque**.

Terminologies

Electronic substitutes: produits électroniques de remplacement (Spare parts: pieces détachées) ; **Though** : bienque, quoique ; **exp** : short term , middle term and long term (court , moyen et long terme) , **Threat:** menace ,**To entail:** occasionner , entrainer,

necessiter ; **To deliver:** livrer(produit) exp: **Delivery note** (Bordereau de livraison) ,
Monopoly: monopole ; **To make inroads to:** entamer , pénétrer , **Residential customers:** Clients résidentiels ; **Bill:** facture (**receipt:** reçu) ; **To post a cheque:**
Faire usage d'un cheque.

Answers: Translation into French (See copybooks)

E- Telephone conversation Expressions (Got from listening session)

Conversation1

- 1- Phone 2-Message 3-Mobile phone 4-Line 5-Telephone 6-Telephone directory 7- Engaged 8- Fax 9- Yellow pages 10-Hang off 11- Receiver 12- Pick up 13- Service 14- Switchboard 15- Extension 16- To put through 17- Operator 18- To hold on 19- Who is speaking, please? Who is on line? Who is calling? 20- Country code 21- Phone call 22- To dial 23-To switch on/off.

Conversation2

- 1- Can I speak to..? 2-Can I help You...? 3- Can I take a message.? 4-Could you repeat that please? 5- Could you spell that please? 6- You've called the wrong number 7- Could you take a message ? 8-Hold the line please 9-I 'll get back to you later. 9-One moment please 10- Where are you calling from?

CHAPTER TWO: INFORMATON TECHNOLOGY

A- Focus

Much of everyday work of a company consists of dealing with information. There are four tasks associated with information: collection ,storage, processing and transmission. These tasks are all carried out in the office, which is the physical center of a company's business operations. The technological advances enable office staff to work faster, more easily and in greater comfort at their desktop workstations. Naturally, as with any radical change in working patterns, the advent of the electronic office has not been trouble-free. However , problems of eye-strain , systems break-downs , bugs ,viruses and so on are gradually being eliminated.

The wordprocessor is now the essential tool of the modern office-worker. It consists of a keyboard, a VDU(Visual Display Unit) and, usually, a mouse. Not only can you visualize what you are keying in but you can edit, delete, draw graphs and create tables with the spreadsheet function.

B- Wordbank: French and English Versions

<u>English</u>	<u>French</u>
1-An adding machine.....	Une machine à calculer
2-Data (plural but NB: data is /are).....	Les informations.
3-Data processing.....	Le traitement des données.
4-Desktop computer.....	Un ordinateur de bureau.
5-Eye-strain.....	Fatigue visuelle
6-A fax machine.....	Un télécopieur
7- Handwriting.....	...Ecriture manuscrite.
8- Information technology/computer science.....	Informatique.
9- LAN (Local Area Network).....	Un réseau local.
10-A mainframe computer.....	Un gros système.
11-A mental arithmetic.....	Le calcul mental.
12-Trouble –free.....	Sans histoires.
13- VDU(Visual Display Unit).....	Un écran de visualisation.

- 14-WAN (Wide Area Network).....Un grand réseau.
- 15-To update.....Mettre à jour.
- 16- To draw **up**.....Elaborer.
- 17- To perform.....Accomplir.
- 18-To enlarge/To shorten.....Agrandir/réduire
- 19-To reduce.....Réduire.
- 20-To stretch.....Etirer.

C- Translations : Sentences based on the above terminologies.(From students only)

- 1- **A la fin de la formation**, on élabore (contexte) un mémoire à **soutenir** pour l'obtention du diplôme.
! At the end of the training people write/get ready a 'mémoire' / to defend in order to obtain / so as to obtain the qualification.
- 2- Les Chinois ont installé un réseau local au **centre d'émission** de Dassa la semaine passée.
! Chinese installed/set up one/ a local network at Dassa transmitting center/centre last week.
- 3- **Manquer** les cours réduit les performances de réussite aux examens .
!Missing classes/courses reduces success performances at exams.
- 4- Le plan **élaboré a permis de** vite finir les travaux.
!The elaborated plan has allowed/permitted to quickly complete the tasks.
- 5- Au cours primaire après la **récréation** , les élèves sont **régulièrement soumis** au calcul mental.
!In primary school, after the break-time, students are regularly submitted to mental arithmetic.
- 6- Les divers **paramètres de configuration** de l'ensemble du système sont visualisés sur un grand écran.
!The various configuration parameters of the whole system are watched/visualized on a large screen.
- 7- Le **gros** système du **grand** réseau est mis à jour **tandis que** celui du petit réseau ne l'est pas.

!The largest system of the widest network is updated whereas the one of the smallest network, isn't.

8- Le Bénin a entamé l'**installation** du plus grand réseau de distribution de la fibre optique de son histoire.

!The Benin Republic has started installing/setting up the biggest network of fibre optic distribution of his history.

CHAPTER THREE: DESCRIBING A VISUAL SUPPORT AND DECODING A

RADIO CONVERSATION

A- Types of Visual Aid

English.....	French
1-A bar Chart.....	Un histogramme
2-A breakdown.....	Une ventilation
3-A chart.....	Un graphique
4-A diagram.....	Un diagramme
5-A drawing.....	Un dessin
6-A graph.....	Une courbe
7-A matrix.....	Une matrice
8-A visual aid.....	Un support visuel

B- Descriptive Expressions

1-To breakdown.....	Ventiler
2-To bring out.....	faire ressortir
3-To highlight.....	Mettre l'accent sur.
4-To illustrate.....	Illustrer.
5-To show.....	Montrer
6-To underline.....	Souligner.

