

OLLSCOIL NA hÉIREANN GAILLIMH
NATIONAL UNIVERSITY OF IRELAND, GALWAY
SECOND COMMERCE EXAMINATION
SEMESTER I, 2002 - 2003
FRENCH - FR255

Gx 982

Dr. J. McKee, Professor P. Ó Gormaille, Mr. R. Cooke

Time allowed: 3 hours

Répondre en français à toutes les questions:

1. Traduire cinq (5) des phrases suivantes en français: (100)

- a. When writing a business letter, the sender's contact details appear on the headed paper. The addressee's name and address appear on the top right of the page. Always be polite but to the point. Don't forget the formal signing off. Point out any enclosures.
- b. Word processing is the software I use most. When you type text, you can choose the size of the characters, underline words, write in bold lettering, put in brackets or italics. You can then change things before printing or use a floppy disk.
- c. I get a bank statement every three months. It shows when I lodge and take out money and the amounts. It gives details of cheques cashed, credit transfers and standing orders like the *ESB* bill. At the end it says whether I have a credit or a debit balance.
- d. I never use my mobile during the day to make calls but I send text messages all the time. I don't like when other people's mobiles ring in public so I switch mine off. I'm a big fan of e-mail because it's free at University but I'll have to buy a laptop when I graduate.
- e. I'd like to set up my own business in a few years time. A sole trader is self-employed, keeps all the profits and makes all the decisions. However, I'd have no partners, would have to come up with all the money and if the business failed, I could lose everything.
- f. I mustn't forget to send that registered letter with acknowledgement of receipt and both parcels when I go to the Post Office today. I also need a book of ten stamps. I'll ask the postman when he delivers the mail how to get my name on the electoral register.

2. Écrire l'une des lettres suivantes en respectant toutes les formalités: (50)

- a. You saw an ad in an Irish newspaper recently advertising a computer, a scanner, a printer and lots of software all for €800. As a university project on the introduction of the euro you've been asked to write to the French headquarters of the same company offering this deal in order to cost all the different parts and compare the prices. You write to the sales manager of *BELL* Computers, Rue de Paris, 49000 Angers saying who you are and explaining the purpose of your letter. Try to get the price of as many individual components as you can (screen, mouse speakers, CPU etc.) Ask whether French software will run on an Irish computer and ask for a catalogue.

ou

- b. You will be studying in France next year and you want to find out how to open a bank account and what services will be available to you. Write to the Student Adviser in the Banque Nationale de Lyon, 8 Place d'Armes 86000 Poitiers explaining who you are and why you are writing. Ask if they have special accounts for students and what documents you will need to produce to open an account e.g. proof of residence, student card, national identity card etc. Ask if you can open both a current and a savings account, whether you can avail of an overdraft facility and have a cheque book. Find out if your Irish *Bank Link* card will work in their ATMs. Finally, in case you might need to borrow money during the year, find out whether you can get a student loan and what the interest rates are.

3. Donnez une courte (un paragraphe) définition / explication de cinq (5) des concepts suivants: (50)

Un Stage - Une Pépinière - Un R.I.B. - Une E.U.R.L. - La Banque Centrale - C.E.D.E.X. - La Bureautique - Le Minitel - Le Commerce électronique.

4. Traiter de l'un des sujets suivants (en 250 / 300 mots environ): (50)

a. De quelle façon les nouvelles technologies ont-elles eu un impact positif sur les entreprises. Quel rôle jouent-elles dans votre vie personnelle?

ou

b. Expliquer les modes de fonctionnement (organisation, avantages, inconvénients, etc.) de la S.A. et de la S.A.R.L.