



Goa University

Shenoi Goembab School of Languages and Literature
Discipline of French and Francophone Studies

Report on

Du Bureau à l'entretien : le français au travail

The Discipline of French and Francophone Studies at Goa University organised a workshop on Business French entitled “**Du Bureau à l'entretien : le français au travail**” on Monday, 17 August 2026, from 2.00 p.m. to 4.00 p.m. in BG 46, Block B. The workshop was designed to strengthen the employability and professional communication skills of students by introducing them to the conventions of the French-language job application.

The resource person for the session was **Ms. Kshama Dharwadkar**, Assistant Professor of French at Goa University. Through a series of guided, hands-on activities, she introduced participants to the two central documents of any professional application in French: the *curriculum vitae* and the *lettre de motivation*.

The first part of the workshop focused on the **curriculum vitae à la française**. Participants examined how a French CV differs from its Anglo-Indian counterpart — its single-page format, its standard *rubriques* (état civil, formation, expérience professionnelle, compétences, langues, centres d'intérêt), its reverse-chronological order, and the use of the CEFR scale (A1–C2) to describe language proficiency. Working from sample job advertisements, students drafted their own CV and reviewed one another's work against a checklist.

The second part addressed the **lettre de motivation**. Ms Dharwadkar presented the classic three-part structure — « *Vous – Moi – Nous* » — which moves from the employer and the post to the candidate's own profile, to the proposed meeting. Participants learned the formal conventions of the French cover letter, from the *objet* and the *formule d'appel* to the closing *formule de politesse*, and practised decoding a job advertisement before drafting a letter of their own.

The interactive, worksheet-based format allowed each participant to leave the session with a draft CV and a draft cover letter in hand. The workshop was attended by **nine students and one faculty member**, who engaged actively in the drafting and peer-review activities.

The initiative reflected the discipline's continued emphasis on applied, employability-oriented French, equipping students with practical skills that extend the language beyond the traditional classroom and towards the professional world.

The workshop was coordinated by **Ms Shourya Sinai Kavleker**, Assistant Professor, under the guidance of the Discipline of French and Francophone Studies.

Signature



Coordinators: Ms. Shourya Dalvi

Designation: Assistant Professor

Dr. Natasha Gomes



Programme Director, M.A. French

Date: 17-08-2026

Signature



Dean: Prof. Anuradha Wagle

Seal of the School



Photos



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Discipline of French and Francophone Studies

Du Bureau à l'entretien : le français au travail
17th August 2026

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Poster



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Discipline of French and Francophone Studies

Du bureau à l'entretien : le français au travail



Ms Kshama Dharwadkar
Assistant Professor, French
Goa University

Monday, 17th August 2025
2.00 pm to 4.00 pm
Block B, BG 46

Coordinator
Shourya Sinai Kavleker

PD MA French
Dr Natasha Gomes

Dean, SGSLL
Prof Anuradha Wagle