

In view of the health context linked to the spread of the coronavirus, the methods of organisation and evaluation of the learning units could be adapted in different situations; these possible new methods have been - or will be - communicated by the teachers to the students.

3 credits	30.0 h	Q1
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Teacher(s)	Byrne Timothy (coordinator) ;
Language :	English
Place of the course	Louvain-la-Neuve
Main themes	<ul style="list-style-type: none"> • Memos, • e-mails, • letters, • CVs, • press releases, • minutes of meetings, • summary writing, etc.
Aims	<p>The main objective of the course is the analysis and drafting of various types of written messages that are used on a daily basis in business contexts, viz.: memos, e-mails, business correspondence, CVs (résumés), press releases, minutes of meetings, summaries (précis writing), etc.</p> <p>1 He/she will also have to be able to master the language functions, the grammatical structures, the 'etiquette', the 'genre conventions', the general vocabulary as well as the specific business vocabulary, with the aim of becoming able to fluently and spontaneously write the various kinds of written business genres mentioned above.</p> <p>The target level at the end of the course is C1 (CEFR).</p> <p>-----</p> <p><i>The contribution of this Teaching Unit to the development and command of the skills and learning outcomes of the programme(s) can be accessed at the end of this sheet, in the section entitled "Programmes/courses offering this Teaching Unit".</i></p>
Evaluation methods	<p>Due to the COVID-19 crisis, the information in this section is particularly likely to change.</p> <ul style="list-style-type: none"> • Continuous assessment throughout term, including the student's participation during class, two tests and weekly assignments submitted individually or in little groups • No written exam at the end of term (weighting of 100 % for continuous assessment)
Teaching methods	<p>Due to the COVID-19 crisis, the information in this section is particularly likely to change.</p> <p>The student is encouraged to gradually improve his/her skills in the drafting of the above-mentioned genres, first through the analysis of models and subsequently through imitation and emulation in various concrete situations.</p> <p>Weekly drafting of assignments (at home as well as in class)</p> <p>Detailed correction by the teacher</p> <p>Error analysis</p>
Content	Production of the various types of written messages that are used on a daily basis in company contexts: memos, e-mail, letters, press releases, minutes of meetings, summary (or précis) writing, etc.
Inline resources	http://moodleucl.uclouvain.be/
Bibliography	Timothy BYRNE, Business English Writing Skills, Leuven, ACCO, 2017 (3rd ed.) https://www.acco.be/en/items/9789033498558/Business-English-Writing-Skills
Faculty or entity in charge	ILV

Programmes containing this learning unit (UE)				
Program title	Acronym	Credits	Prerequisite	Aims
Master [120] in Multilingual Communication	MULT2M	3		