

Due to the COVID-19 crisis, the information below is subject to change, in particular that concerning the teaching mode (presential, distance or in a comodal or hybrid format).

5 credits	60.0 h	Q1 and Q2
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Teacher(s)	Bosmans Hilde ;De Rycke Katrien ;Lambrecht Marie-Laurence ;Rymen Kathleen (compensates Lambrecht Marie-Laurence) ;Verhaert Marianne (coordinator) ;
Language :	Dutch
Place of the course	Louvain-la-Neuve
Prerequisites	<i>The prerequisite(s) for this Teaching Unit (Unité d'enseignement – UE) for the programmes/courses that offer this Teaching Unit are specified at the end of this sheet.</i>
Main themes	<p>This teaching unit treats subjects about themes that are related to the study programme and the future professional needs of the student.</p> <p>e.g. Business communication techniques : meeting, negotiation, debate, telephone conversation, memorandum, the professional presentation, job application.</p> <p>Subjects about economics, marketing and PR, general management, personnel management, training, logistics, finances, trade.</p>
Aims	<p><b>Reading Comprehension</b></p> <p>At the end of this teaching unit, the student should be able to</p> <ul style="list-style-type: none"> <li>• read and understand in a detailed way rather lengthy and complicated business texts and articles that are related to the study area.</li> <li>• understand all types of business correspondence (if needed with the help of a dictionary)</li> </ul> <p>Level C1- of « The Common European Framework of Reference for Languages ».</p> <p><b>Individual listening comprehension :</b></p> <p>At the end of this teaching unit, the student should be able to</p> <ul style="list-style-type: none"> <li>• follow and understand in a detailed way most of the news broadcasts and business related radio and television broadcasts.</li> <li>• understand discussions, debates, negotiations and business meetings concerning business topics.</li> <li>• follow and understand in a detailed way a presentation or conference related to the study area.</li> </ul> <p><b>Interactive listening comprehension:</b></p> <p>The student should be able to</p> <ol style="list-style-type: none"> <li>1 • understand in a detailed way what is said and meant in a normal conversation in the Standard Language.</li> </ol> <p>Level B2 of « The Common European Framework of Reference for Languages ».</p> <p><b>Individual speaking skills:</b></p> <p>At the end of this teaching unit, the student should be able to</p> <ul style="list-style-type: none"> <li>• hold a clearly structured professional presentation or description including the important details concerning topics related to the area of study.</li> </ul> <p><b>Interactive speaking skills:</b></p> <p>At the end of this teaching unit, the student should be able to</p> <ul style="list-style-type: none"> <li>• spontaneously communicate orally with a decent degree of grammatical correctness</li> <li>• express detailed ideas and points of view and reacting to the interventions of the other speakers.</li> </ul> <p>Level B2 of « The Common European Framework of Reference for Languages ».</p> <p><b>Writing skills:</b></p> <p>At the end of this teaching unit, the student should be able to</p> <ul style="list-style-type: none"> <li>• write a memorandum (summary of information gathered from an audio or videofragment) give factual information and express his personal point of view.</li> </ul>

	<p>Level B2- of « The Common European Framework of Reference for Languages ».</p> <p><b>Code:</b></p> <p>At the end of this teaching unit the student should be able to master the specific vocabulary used in the business world as well as the grammatical correctness in communicating. The use of the language code is treated in respect to the communicative ability of an upper intermediate level without ignoring the need for a certain degree of correctness.</p> <p>Level B2 of « The Common European Framework of Reference for Languages ».</p> <p><b>Culture:</b></p> <p>At the end of this teaching unit the student is , in the development of all the above mentioned skills, acquainted with the knowledge and appreciation of the Flemish and Dutch culture, and he is able to appreciate the values transmitted by this culture.through various areas (social, political, economical, commercial)</p> <p>Level B2 of « The Common European Framework of Reference for Languages ».</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>
<p>Evaluation methods</p>	<p><b>Due to the COVID-19 crisis, the information in this section is particularly likely to change. If conditions (sanitary or other) permit...</b></p> <p><b>Permanent evaluation:</b></p> <ol style="list-style-type: none"> <li>1. Business vocabulary (texts and videos treated in class),the thematic vocabulary of the syllabus) 20 %</li> <li>2. Writing business memorandums (10 %)</li> <li>3. Professional presentations (texts of the syllabus (Q1) 10 %,             <ul style="list-style-type: none"> <li>Visit of an enterprise and its presentation (Q2) 15 %</li> </ul> </li> <li>4. Active presence and cooperation in class (5%)</li> </ol> <p>In the week before the Easter holidays, <b>test of the business communication techniques</b> (business meeting, debate, negotiation, etc.) 15 %</p> <p><b>Oral test</b> at the end of Q2 (25%)</p> <p>The teaching unit of LNEER 1532 is divided in three parts.</p> <ol style="list-style-type: none"> <li>1. Part 1 consists of the vocabulary of the first and second semester as well as the memorandums based on a video fragment.</li> <li>2. Part 2 consists of business communication techniques, the presentation of a text and the presentation of a company.</li> <li>3. Part 3 consists of the oral test in which the student shows he has thoroughly integrated the business vocabulary as well as the content treated in the course.</li> </ol> <p>The system of an "absorbing failure" of each part is used. This means that if a student has a result below 10/20 for one of the three parts, this result will be used as the final result for the complete teaching unit.</p> <p>At the end of Q1, the student will receive a grading mark based exclusively on Part 1 of Q1 (Vocabulary and Memo).</p> <p>In case this grading mark is insufficient (below 10/20) the student has to resit this part in June (he has to resit the entire vocabulary of Q 1 + in case of a note below 10 for the memo, he writes a new memo).</p> <p>If the student does not resit this part in June, he will lose its benefits and will receive a grading mark for this part of 0/20.</p> <p>All subdivisions of Part 1 and 2 (= permanent evaluation) for which the students have succeeded, will not be represented during the exam session of september.</p> <p><b>If the sanitary or other situation does not allow for face-to-face classes, the permanent tests will be replaced by a written exam with proctoring. (for instance: Test we/Wiseflow) at the end of each quadri.</b></p> <p><b>If the teacher at the remote examination with or without proctoring suspects fraud on the part of the student, the lecturer reserves the right to question the student orally in order to test his knowledge.</b></p> <p><b>If for whatever reason,the proctoring platform for the written exam cannot be used, the written exam will be cancelled and replaced by an oral evaluation which will constitute 100% of the final grade.</b></p> <p><b>Taking into account the health situation, if we have the possibility to organise a face-to-face written exam, we will opt for this possibility and will organise a face-to-face written exam on vocabulary and memo.</b></p> <p><b>The oral examination would be maintained as a supplement to assess the students' oral communicative skills.</b></p>

Teaching 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"> <li>• Lessons in groups of max. 20 students.</li> <li>• <b>Note attesting to the "hours of presence"</b>  <b>If circumstances (in terms of health or the possibilities offered to us by the university authorities) permit, "face-to-face hours" consist of live teaching in a room allocated by the ILV. If "live teaching" is not possible, we will switch to digital lessons through Teams where the presence of students is required.</b></li> <li>• Workload  <i>Classroom hours : 60 h</i>  <i>Self-study (including e-learning): 90 h</i></li> <li>• Extension of business and economical vocabulary. In all cases the vocabulary is presented in context by means of topical listening documents.                      Additional exercises will have to be done at home (e-learning on the Moodle platform)</li> <li>• Training and development of listening skills through authentic documents focussing mainly on economical and commercial themes, by means of classroom teaching. Additional exercises will have to be done at home (e-learning on the Moodle platform)</li> <li>• Training and development of speaking skills in professional contexts e.g. the debate, the negotiation, the business meeting, the presentation, the job interview etc.) by means of classroom teaching .                      Additional exercises will have to be done at home (e-learning on the Moodle platform).</li> </ul>
Content	<p>This teaching unit focuses mainly on oral production.</p> <p>It deals with themes related to the area of study. Video and audio fragments and texts are used to illustrate the themes. Each theme will be followed by discussions or role plays giving the student the possibility to use the newly acquired vocabulary and structures.</p> <p>Business communication techniques (meetings, negotiations, debates, business communication on the phone and presentations) will be part of the exercises. Students will give presentations about economical subjects and an enterprise in Flandres.</p> <p>They will also write memorandums on economical subjects with personal comments which will be corrected by the teacher.</p>
Inline resources	<p><a href="http://moodleucl.uclouvain.be/login/index.php">http://moodleucl.uclouvain.be/login/index.php</a></p>
Bibliography	<ul style="list-style-type: none"> <li>• Syllabus LNEER1532 + Plate-forme Moodle</li> <li>• Les documents audio et vidéo authentiques ayant trait à l'actualité.</li> </ul>
Faculty or entity in charge	<p>ILV</p>

### Force majeure

Evaluation methods	<p>If an exam with supervision, such as Testwe or Wiseflow in week 14 and in addition an exam in the January session on campus with supervision of the teachers turns out to be impossible, we will organize a vocabulary exam in week 14 on Moodlequiz using Teams while the students take the exam.(They will have to put their camera on) For the memo, students also write a text via Moodle while their cameras are on on Teams. Duration of the exam 2 hours.</p> <p>If we suspect fraud, the student will be asked to take an oral exam through Teams immediately after the exam.</p>
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<b>Programmes containing this learning unit (UE)</b>				
Program title	Acronym	Credits	Prerequisite	Aims
Master [120] in Management	<a href="#">GEST2M</a>	5		
Bachelor : Business Engineering	<a href="#">INGE1BA</a>	5	<a href="#">LNEER1332</a>	