

3.00 credits

30.0 h

Q2

Teacher(s)	Klein Caroline (coordinator) ;
Language :	Deutsch > English-friendly
Place of the course	Louvain-la-Neuve
Main themes	<ul style="list-style-type: none"> • The student is encouraged to gradually improve his/her skills in the drafting of the above-mentioned genres, first through the analysis of models, translations, and subsequently through imitation and emulation in various concrete situations. • Weekly drafting of assignments at home. • Detailed correction by the teacher. • Error analysis.
Learning outcomes	<p>At the end of this learning unit, the student is able to :</p> <p>The student should be able to analyze and to draft various types of written messages that are used on a daily basis in business contexts, viz.: memos, faxes, e-mails, business correspondence, CVs, résumés, press releases, minutes of meetings, summaries (précis writing), etc.</p> <p>The student should also be able to master the language functions, the grammatical structures, the "etiquette", the "genre conventions", the general and business vocabulary, with the aim of facilitating the spontaneous drafting of the various abovementioned written messages (level B2+, CEF).</p>
Evaluation methods	<ul style="list-style-type: none"> • Continuous assessment during the whole term, including the student's participation during class and the weekly assignments drafted individually or in little groups at home. • Exam of May/June: Written exam during the last week of the 2nd term (The use of course materials and online resources is permitted). Written exam (paper based or on the own computer) testing written productions, summaries, translations etc. • Exam of August/September: The exam will take place during the exam period in the same circumstances as in May/June. • If an external and free evaluation can be organized (e.g. TestDaF-Erprobung), students must take part to this evaluation.
Teaching methods	<ol style="list-style-type: none"> 1. Lectures: focus, mainly through written exercises, both on vocabulary acquisition & expansion, and on grammatical and syntactic accuracy; 2. Exercise sessions: focus on correct written production (vocabulary, grammar); different exercises focusing on the individual and interactive written expression. Documents and activities are related to the student's field of interests. <p>The activities may be organized (partly) online if requested by the sanitary situation.</p>
Content	<p>To reach the aims defined for the course, the themes addressed will be concrete or abstract, of a rather complex nature, including technical issues in the student's field of specialization.</p> <ul style="list-style-type: none"> • Lectures: focus, mainly through written exercises, both on vocabulary acquisition & expansion, and on grammatical and syntactic accuracy; • Exercise sessions: focus on correct written production (vocabulary, grammar); different exercises focusing on the individual and in team written expression. Documents and activities are related to the student's field of interests.
Inline resources	http://www.moodleucl.uclouvain.be
Faculty or entity in charge	ILV

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