

3.00 credits

30.0 h

Q1

Teacher(s)	Byrne Timothy (coordinator) ;
Language :	English
Place of the course	Louvain-la-Neuve
Prerequisites	The <b>B2</b> level in writing skills (Common European Framework for languages).
Main themes	<ul style="list-style-type: none"> <li>• Memos,</li> <li>• e-mails,</li> <li>• letters,</li> <li>• CVs,</li> <li>• press releases,</li> <li>• minutes of meetings,</li> <li>• summary writing, etc.</li> </ul>
Learning outcomes	<p><b>At the end of this learning unit, the student is able to :</b></p> <p>1 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>2 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><i>The target level at the end of the course is C1 (CEFR).</i></p>
Evaluation methods	<ul style="list-style-type: none"> <li>• Continuous assessment (certificative and formative), throughout term, including the student's participation during class, two tests and weekly assignments submitted individually or in little groups</li> <li>• No written exam at the end of term (weighting of 100 % for continuous assessment)</li> <li>• Creation of an e-portfolio (worth 45 marks)</li> <li>• Two tests (worth 45 marks each)</li> <li>• Attendance and participation (worth 15 marks)</li> <li>• Amount of marks to be accumulated throughout the quadrimester: 150</li> <li>• The student will lose 25% of his/her total score if they are absent from class more than twice without some form of justification in the form of a medical certificate</li> </ul>
Teaching methods	<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><i>Weekly drafting of assignments (in class)</i></p> <p><i>Detailed correction by the teacher</i></p> <p><i>Error analysis</i></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	<a href="https://moodle.uclouvain.be/course/view.php?id=598">https://moodle.uclouvain.be/course/view.php?id=598</a>
Bibliography	<p>Timothy BYRNE, Business English Writing Skills, Leuven, ACCO, 2017 (3rd ed.)</p> <p><a href="https://shop.acco.be/en/items/9789033498558/Business-English-Writing-Skills">https://shop.acco.be/en/items/9789033498558/Business-English-Writing-Skills</a></p>
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		