

3.0 credits	30.0 h	1+2q
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Teacher(s) :	Klein Caroline ;
Language :	Allemand
Place of the course	Louvain-la-Neuve
Aims :	<p>- At the end of the course, 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 above-mentioned written messages.</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>
Content :	<p>Objectives: Analysis and drafting of 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>Methods and content: 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.</p> <ul style="list-style-type: none"> - Weekly drafting of assignments at home, - Detailed correction by the teacher, - Error analysis.
Other infos :	<p>Prerequisites: B1 level of listening and reading in German (Common European Framework for languages).</p> <p>Assessment: - Continuous assessment during the whole year, including the student's participation during class and the weekly assignments drafted individually or in little groups at home; - Written exam at the end of the academic year.</p> <p>Course material: Course Notes ALLE 2711</p> <p>Training staff: The teacher is available during her office hours and can be contacted by e-mail; Guidance at the self-tuition centre (CAA) and multimedia room of the ILV.</p>
Cycle and year of study :	> Master [120] in Multilingual Communication
Faculty or entity in charge:	ILV