

3.0 credits	30.0 h	1+2q
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Teacher(s) :	Perrez Julien ; Neven An (coordinator) ;
Language :	Néerlandais
Place of the course	Louvain-la-Neuve
Main themes :	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.
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 (at least B2+ level), viz.: memos, faxes, e-mails, business correspondence, CVs (résumés), press releases, minutes of meetings, summaries (précis writing), etc.</p> <p>With the aim of facilitating the spontaneous drafting of the various above-mentioned written messages, the student should be able to master the language functions, the grammatical structures, the genre conventions, the general and business vocabulary.</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 :	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.
Other infos :	<p>Prerequisites: B1+ level of listening and reading in Dutch (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 materials: - Course notes, - Video and audio-tapes, - Possibility of self-tuition for the grammar and the vocabulary at the self-tuition centre (CAA) of the ILV.</p>
Cycle and year of study :	> Master [120] in Multilingual Communication
Faculty or entity in charge:	ILV