UCL Université catholique de Louvain

LANGL2711

2015-2016

Specialised English Writing Skills

3.0 credits	30.0 h	1q

Teacher(s) :	Byrne Timothy ;
Language :	Anglais
Place of the course	Louvain-la-Neuve
Inline resources:	> http://moodleucl.uclouvain.be/
Prerequisites :	The B2 level in writing skills (Common European Framework for languages).
Main themes :	-- Memos, -- e-mails, -- letters, -- CVs, -- press releases, -- minutes of meetings, -- summary writing, etc.
Aims :	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. 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. The target level at the end of the course is C1 (CEFR). *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".*
Evaluation methods :	-- Continuous assessment during the term, 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 term.
Teaching methods :	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. Weekly drafting of assignments at home. Detailed correction by the teacher. Error analysis.
Faculty or entity in charge:	ILV

Programmes / formations proposant cette unité d'enseignement (UE)				
Intitulé du programme	Sigle	Credits	Prerequis	Acquis d'apprentissage
Master [120] in Multilingual Communication	MULT2M	3	-	