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| 3.0 credits | 30.0 h | 1q |
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| Teacher(s) : | Jonkers Sara ; |
| Language : | Néerlandais |
| Place of the course | Louvain-la-Neuve |
| Inline resources: | / |
| Prerequisites : | B2+ level of listening and reading in Dutch (Common European Framework for languages). |
| Main themes : | -- 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), minutes of meetings, summaries (précis writing), mailings etc. -- Revision of grammatical structures. |
| Aims : | 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, e-mails, business correspondence, CVs (résumés), minutes of meetings, summaries (précis writing), mailings etc. 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. <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> |
| Evaluation methods : | -- Continuous assessment (40%) during the term, including the weekly assignments drafted individually or in little groups at home. -- Written exam at (60%) the end of the term concerning the subject material of both first and second trimester. |
| Teaching methods : | -- Discussion about the characteristics (concerning the style, the structure, the content, the vocabulary, etc.) of various types of written messages, by means of written documents -- The student then puts the theory into practice in class and at home. |
| 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. |
| Bibliography : | / |
| Other infos : | / |
| Faculty or entity in charge: | FIAL |

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