UCLouvain

Imult2425

2018

Oral business communication techniques in English (Part 2)

3 credits 7.5 ft + 15.0 ft Q2	3 credits	7.5 h + 15.0 h	Q2
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Teacher(s)	De Cock Sylvie ;
Language :	English
Place of the course	Louvain-la-Neuve
Main themes	This course introduces the general principles of communication particularly the linguistic, sociolinguistic, pragmatic and cultural aspects of interaction. Special attention will be paid to specific characteristics of communication in the English-speaking world. The course discusses a number of techniques which should be implemented in oral communication activities specific to a company: participation in discussions, chairing meetings, (commercial) negotiations, telephone conversations, PR activities (e.g. trade fairs). The course also deals with oral communication in intercultural situations Exercises accompanying the course will allow students to simulate active participation in a variety of professional situations. The students are given individual and detailed feedback on these simulations
Aims	At the end of the course, students should be able to apply the general principles of communication in an English-speaking business environment and in a globalised world and they should at least have reached a B2+ oral level (Common European Framework of Reference) in English. 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	Lectures: continuous assessment throughout the term (projects and active participation in the lectures), which accounts for 30% of the final mark for the course and oral exam at the end of the term (during the exam session), which accounts for 20% of the final mark for the course. Students who have to resit the exam (September session) need to redo one of the projects and the oral exam if they did not get 12/20 for that part in June. Exercise sessions: continuous assessment throughout the term (active participation in the sessions, personal projects, simulations in a variety of professional situations, etc.), which accounts for 50% of the final mark for the course. The marks for continuous evaluation are distributed as follows: "Meeting": 20%; "Language Fair": 15%; "Telephoning": 10%, vocabulary tests, active participation, homework: 5%. Not doing, or seriously failing one of these tasks may result in an overall fail in continuous assessment. Students who have to resit the exam (September session) need to redo two of the activities 'meeting' and 'public relations' as well as the vocabulary tests.
Teaching methods	Lectures and exercise sessions in small groups (e.g. simulations, vocabulary exercises).
Content	This course introduces the general principles of oral communication and particularly the linguistic, sociolinguistic, pragmatic and cultural aspects of interaction. Special attention will be paid to specific characteristics of oral communication in the English-speaking world.
Inline resources	1
Bibliography	
Other infos	Part 2 (15 hours) of the course is given by the Institut des Langues Vivantes (ILV).
Faculty or entity in charge	MULT

Programmes containing this learning unit (UE)						
Program title	Acronym	Credits	Prerequisite	Aims		
Master [120] in Multilingual Communication	MULT2M	3		٩		
Master [120] in Modern Languages and Literatures : German	GERM2M	3		٩		
Master [120] in Modern Languages and Literatures : General	ROGE2M	3		Q		