

Due to the COVID-19 crisis, the information below is subject to change, in particular that concerning the teaching mode (presential, distance or in a comodal or hybrid format).

3 credits	30.0 h	Q2
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Teacher(s)	Sergier Matthieu ;
Language :	Dutch
Place of the course	Louvain-la-Neuve
Main themes	<ul style="list-style-type: none"> • 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	<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, e-mails, business correspondence, CVs (résumés), minutes of meetings, summaries (précis writing), mailings etc.</p> <p>¹ 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>-----</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>
Evaluation methods	<p>Due to the COVID-19 crisis, the information in this section is particularly likely to change.</p> <ol style="list-style-type: none"> 1. Continuous assessment (40%) during the term, including the weekly assignments drafted individually or in little groups at home. In the case of a second registration for the examination, continuous assessment is still taken into account, but only for 20%. 2. Written exam at (60%; 80 in case of a second registration for the examination) the end of the term concerning the subject material of both first and second trimester.
Teaching methods	<p>Due to the COVID-19 crisis, the information in this section is particularly likely to change.</p> <ul style="list-style-type: none"> • 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.
Faculty or entity in charge	FIAL

Programmes containing this learning unit (UE)				
Program title	Acronym	Credits	Prerequisite	Aims
Master [120] in Multilingual Communication	MULT2M	3		