



ALLE2711 Exercices écrits spécialisés allemands

[30h] 3 credits

Teacher(s): Caroline Klein
Language: french
Level: 2nd cycle course

Aims

Writing Skills

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, faxes, e-mails, business correspondence, CVs (résumés), press releases, minutes of meetings, summaries (précis writing), etc.

Main themes

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, translations, and subsequently through imitation and emulation in various concrete situations. Weekly drafting of assignments at home. Detailed correction by the teacher. Error analysis.

Code

Ability to master the language functions, the grammatical structures, the "etiquette", the "genre conventions", the general and business vocabulary, with the aim of facilitating the spontaneous drafting of the various above-mentioned written messages.

Other information (prerequisite, evaluation (assessment methods), course materials recommended readings, ...)

Requirements

Intermediate German level (especially writing skills); the B1 level of the "Common European Framework for languages".

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.

Other credits in programs

MULT21MS	Première année de master en communication multilingue, à finalité spécialisée en langues des affaires	(3 credits)
MULT22MS	Deuxième année de master en communication multilingue, à finalité spécialisée en langues des affaires	(3 credits)
MULT2MS	Master en communication multilingue, à finalité spécialisée en langues des affaires	(3 credits)