



ALLE2711 Specialised German Writing Skills

[30h] 3 credits

Teacher(s): Caroline Klein
Language: French
Level: Second cycle

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, viz.: memos, faxes, e-mails, business correspondence, CVs (résumés), press releases, minutes of meetings, summaries (précis writing), etc.
- The student should also be able 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.

Main themes

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.

Content and teaching methods

ALLE 2711 - Specialised German writing skills

- 30 hours, 1 hour per week during the whole academic year

- Course for students registered in the programmes MULT 21 MS, MULT 22 MS and MULT 2 MS

Prerequisites: B1 level of listening and reading in German (Common European Framework for languages).

Objectives:

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.

Methods and 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

Evaluation:

- Continuous assessment during the whole year, including the student's participation in class and the weekly assignments drafted individually or in small groups at home.
- Written exam at the end of the academic year (with notes, dictionaries etc.)

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

Prerequisites

B1 level of listening and reading in German (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.

Workload: 30 hour

Period: yearly

Credits (ECTS): 3

Teacher: Caroline KLEIN

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Target group:

Master in multilingual business communication (MULT 2 MS)

Rhythm: yearly

Duration: the whole year

Language: German

Programmes in which this activity is taught

MULT2MS Master en communication multilingue, à finalité spécialisée en langues des affaires

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)