



## ANGL2711 Specialised English Writing Skills

[30h] 3 credits

This course is taught in the 1st and 2nd semester

**Teacher(s):** Timothy Byrne  
**Language:** French  
**Level:** Second cycle

### Aims

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

#### 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.

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

### Content and teaching methods

Course code and title : ANGL 2711 English - writing skills

Year of studies : MULT 2 MS

Rhythm: 30 hours, 1 hour a week throughout the year

#### Objectives:

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.

Assessment: continuous assessment, written exam

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

Teacher:

Timothy Byrne and Jennifer Moreman

Target group:

Master's in multilingual business communication (MULT 2 MS)

Language: English

Requirements

Upper-intermediate English level (especially writing skills); the B2 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.

Didactic materials

- Course notes
- Video and audio-tapes
- Possibility of self-tuition for the grammar and the vocabulary at the self-tuition centre (CAA) of the ILV.

**Other credits in programs**

**MULT21MS**      Première année de master en communication multilingue, à      (3 credits)  
finalité spécialisée en langues des affaires

**MULT22MS**      Deuxième année de master en communication multilingue, à      (3 credits)  
finalité spécialisée en langues des affaires