



NEER2711 Specialised Dutch Writing Skills

[30h] 3 credits

This course is taught in the 2nd semester

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 (at least B2+ level), viz.: memos, faxes, e-mails, business correspondence, CVs (résumés), press releases, minutes of meetings, summaries (précis writing), etc.

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.

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. 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.

Content and teaching methods

NEER 2711 Specialised Dutch Writing Skills

30 hours course taught 2 hours a week during the second term.

Intended for students of MULT 2 MS - 3 ECTS

Prerequisites :

B1+ level of the CEF for the listening and reading skills

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 (at least B2+ level),

With the aim of facilitating the spontaneous drafting messages, the student should be able to master the language functions, the grammatical structures, the genre conventions, the general and business vocabulary.

Contents and pedagogical approach :

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 during class and the weekly assignments drafted individually or in little groups at home.
- Written exam at the end of the academic year.

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

Prerequisites:

B1+ level of listening and reading in Dutch (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.

Course 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.

Workload: 30 hour

Period: yearly

Rhythm: 2 hours a week

Duration: course taught during the second term

Language: Dutch

Credits (ECTS): 3

Target group:

Master in multilingual business communication (MULT 2 MS)

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)