



Practical English Writing

Nowadays, more and more people need to write in English, whether sending emails, writing reports, filling in forms, constructing letters, or submitting homework assignments. Yet most English learners worry about their accuracy, and are afraid that what they write won't sound right or will create a bad impression of them as writers.

The Practical English Writing course provides an ideal opportunity for you to improve your writing skills in English. The course is intended for all those who need to write in English for the purposes of study or work, or who may need to do so in the future (for example, if you are planning to study in an English-speaking country, or hoping to work for a foreign-owned company).

The Practical English Writing Course is available at two levels:

In the **Practical English Writing (Essentials)** course the emphasis throughout is on how to achieve clear, yet accurate basic written communication. During the course you will explore the how to organise information and ideas, and will expand your knowledge of text structure from basic sentence level to whole texts. You will learn how to draft, edit and check your own work, and how to organise it in an accepted international format. The teacher will return each draft with correction symbols and suggestions for improvement, and you will be encouraged to re-draft each piece. In each lesson you will receive guidance and feedback from the trainer, both as a class and individually, on how to improve your spelling, grammar and other features of written English. You will also be given many examples of model letters and essays, to guide your own writing in the future.

The aim of the **Practical English Writing (Advanced)** course is to increase your ability to produce accurate and appropriate written communication in English, no matter what the purpose or who the reader is. It is for all those who need to achieve a high standard of accuracy in their written English, either as part of their job or studies. It is therefore of benefit both to those who work for foreign companies or those who do business with companies overseas, as well as those who need to write in English as part of their school or university studies. Participants are offered a variety of writing exercises structured around realistic situations. Students are taught the importance of having a clear understanding of the subject matter, a thorough awareness of the effect the text might have on the intended audience, and a concrete knowledge of different forms of writing. Course participants engage in editing and revising their own work, as well as evaluating model texts provided by the course tutor. Participants also receive input about modern writing style and tone, and a grammar refresher in those areas where mistakes are most commonly made.

Within each course, each lesson will deal with a different area of modern written communication, such as letters requesting information; letters of apology, how to make mild or strong complaints, electronic mail, discursive essays, summarising factual information, etc.

Course Duration: 30 hours. Lessons will take place twice a week, starting at 7pm, with each class lasting for 2 hours. Other times can be arranged for you and your friends; just contact us.

Your Trainer: Your trainer for this course will be a highly experienced native speaker of English. Throughout the course, you will receive feedback on your strengths and weaknesses, and guidance as to the correct use of each and every new piece of language learnt on the course.