

The writing process	Presentation and practice of key vocabulary for the course (<i>style, draft, linking...</i>); detailed work on the stages of writing; identifying and analyzing the reader(s); considering different structures for a document. Grammar focus: prepositions.
Applying for a job	Identifying the key aspects of successful résumé writing through a quiz and through examination of a model résumé; the importance of layout and how to format a résumé effectively; analyzing and writing covering letters. Grammar focus: articles.
Successful letters: the basics	Introduction to the parts of a business letter and associated vocabulary; correspondence phrases and key functional language; analyzing a letter of complaint and identifying the problems; functional language for apologizing. Grammar focus: contractions.
Successful emails: the basics	Introduction to good and bad email practice; the issue of formality and informality in emails; comprehension activity on an exchange of emails; abbreviations and emoticons; analyzing the parts of an email; the importance of avoiding sexist language.
Emails and letters: case studies	Focus on letters of enquiry and responses to an enquiry; presentation and practice of key language for these text types; practice activity where learners write four emails of enquiry; analyzing learners' own letters of enquiry and responses.
Writing clearly and appropriately	Presentation and practice of when and how to use formal and informal styles (functional language and vocabulary); the concept of sentence and paragraph; topic sentences; the Fog Factor, and how learners can make their writing more readable.
Linking ideas	Introduction to the relationship between ideas (time, addition, contrast, logic...) and how this relationship can be expressed using connectors; referencing words and how they make a text cohesive. Grammar focus: agreement.
Reports: organising information	Presentation of the sections of a report and their functions; the logic of a report and how sections interrelate; practice activities based on authentic reports; analyzing different report types. Grammar focus: the use of past and present tenses in report writing.
Key sections of a report	Focus on five key sections (Summary, Objectives, Conclusions, Recommendations, Table of Contents); presentation and practice of key aspects of each (e.g. in the Recommendations section, learners look at the relationship between writer and reader).
Perfecting your document	Presentation and practice of the four elements of formatting (white space, page parts, text features, system of heads); the functions of punctuation marks; introduction to proofreading techniques; differences between British and North American English.