Course Title: Advanced Writing Skills for the Workplace

Course Description: This course will assist student in becoming better by focusing on advanced English writing skills. Topics will include organization of ideas, pre-writing, editing/revising and clarity as related to business correspondence, reports and memos.

Course Prerequisite(s): Communications Improvement (ESL) Level 4 or 5 students.

Course Objectives: 1. Improve writing skills. 2. Organize ideas. 3. Practice pre-writing exercises. 4. Employ editing/revision techniques.

Textbook(s): Writers at Work, The Short Composition

Lesson Plan – by week or session
Session 1: Introduction/Syllabus
Handouts: Idioms, 2 three-part verbs, phrasal verbs
Session 2: Part 1-The Elements of Good Writing
Chapter 1-Getting Ready to Write
Session 3: Chapter 2-Writing Paragraphs
Session 4: Chapter 3-Revising and Editing
Session 5: Chapter 4-Writing Essays
Session 6: Part 2-TYPES of Essays
Chapter 5-Process
Session 7: Chapter 6-Division and Classification
Session 8: Chapter 7-Causes and Effects
Session 9: Chapter 8-Comparison/Contrast
Session 10: Chapter 9-Problem/Solution
Session 11: Part 3-Writing for Specific Purposes
Chapter 10-Writing Summaries
Session 12: Chapter 11-Expressing Your Opinions
Session 13: Chapter 12-Writing Essays for Undergraduate and Graduate School Applications
Session 14: Review, discussion and critique
Session 15: Review, discussion and critique. Student Evaluation of Instruction