

<b>The writing process</b>	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.
<b>Applying for a job</b>	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.
<b>Successful letters: the basics</b>	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.
<b>Successful emails: the basics</b>	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.
<b>Emails and letters: case studies</b>	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.
<b>Writing clearly and appropriately</b>	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.
<b>Linking ideas</b>	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.
<b>Reports: organising information</b>	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.
<b>Key sections of a report</b>	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).
<b>Perfecting your document</b>	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.