

The Vientiane College Diploma - Module Overview

DIPPW116 Professional Writing

Overview of the module

In a professional environment reports and proposals are a common requirement. In all their forms, a report/proposal must be clearly structured, well-written, concise and informative. A poorly written report or proposal could cost you or your employer money. In this course you will learn how to write various types of professional reports and learn how to write and present a proposal. Identifying appropriate tone to match your audience, general report style and structure, accident/incident, situation and recommendation reports are focused on in this course as well as planning, writing and presenting a proposal. A special emphasis is put on developing your ability to self-assess your own writing as well as offering feedback to others.

Key questions explored on the course

- What prior knowledge of report/proposal writing do I have, and how can I use this effectively on the course?
- How can I write and present effective, professional reports/proposals within a general or business setting?
- How can I successfully assess and edit my own and others' work?

Skills

This module will help you improve your English language skills with special emphasis on:

- Analysing the purpose and audience for each writing task, anticipating all the information your audience will need, knowing what you should leave out
- Structuring, organising and presenting reports/proposals appropriately and effectively
- Developing an eye for details; providing accurate information presented appropriately
- Applying business specific language phrases accurately and in appropriate contexts
- Citing resources in a bibliography
- Utilising self and peer editing
- Presenting your work in a professional, error-free manner



“There are too many abbreviations in your report – can you rewrite it asap?”