



## The Vientiane College - Module Overview

### Stage 4 Focus on Writing

#### Overview of the module

In this course you will learn better ways to write and build your confidence with the different professional writing genres. Since English has become a leading language used in businesses and organizations globally, students who are familiar with professional English writing will be more competitive and successful in their professional environments. Around the world, people who are able to effectively communicate in more than one language earn higher incomes than those who cannot. You will learn more about writing structures, formats and register, as well as providing and receiving feedback on your writing. You will complete key writing tasks and understand business writing templates.

#### Key questions explored on the course

- What are the conventions of writing? How do I begin to improve my writing?
- How can I differentiate between writing genres? How do I identify which genre I need to use?
- How do I effectively use templates in my professional writing?
- How can I concisely communicate using emails and business letters?
- Why do I need to receive feedback on my writing? How do I give feedback to others on their writing?

#### Skills

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

- writing clear and organized documents
- understanding your writing style and choosing the correct form for your reader
- communicating better through written professional documents
- writing with correct and suitable language
- understanding how to edit and give feedback in professional writing
- using templates to assist your writing tasks

#### Performance Tasks

Throughout the module you will:

- explore the conventions of writing through multiple tasks and activities
- learn about and discuss professional writing genres and how to identify them
- look at different types of professional writing tasks
- produce different types of emails and letters, and other professional writing texts
- give and receive feedback on writing performances and work toward more confident writing skills

