

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, reports/proposals in English must be clearly structured, well-written, concise and informative. A poorly written report or proposal could cost you or your employer money. In this module, you will learn to how to write various types of professional reports and 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 module 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 in the module

- What prior knowledge of report/proposal writing do I have, and how can I use this effectively on the module?
- 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 a 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, organizing 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 suitable contexts
- citing resources in a bibliography
- utilizing self and peer editing
- presenting your work in a professional, error-free manner

Performance Tasks

Throughout this module you will:

- write a number of reports and writing and present a proposal with different degrees of guidance
- self and peer assess and correct
- create a portfolio of useful language, model/example reports and proposals as well as your own writing samples which will be helpful references in the future

