

WRITING COMMUNICATION COURSE

James Brown, Chung Shan Medical University

6th – 27th December 2023

OVERVIEW

This course will introduce formal written communication, from writing letters to completing essays and assignments.

- First, we will review how to write letters and email in formal situations, such as composing a job/course application cover letter, writing an email to a professor, and requesting information.
- Then, we will look in depth at the types of sentences often used in formal writing, contrasted with more informal spoken English forms.
- The third lesson will build on these skills to construct logical paragraphs with clear central topics, main ideas and support to improve written communication.
- Finally, the last lesson will review the skills learned during the course and look at how these skills can be used in writing longer-form written work, including essay, assignments and reports in both academic and professional careers.

OUTLINE

Lesson	Topic	Aims and Objectives
1	Writing Letters and Emails	<ul style="list-style-type: none">• To demonstrate the importance of formal writing in communications• To show order, structure and sequencing of information in communications
2	Writing Formal and Academic Sentences	<ul style="list-style-type: none">• Adopting a Formal Style• Using a more Objective Tone• Using Noun Phrases
3	Building Sentences into Paragraphs	<ul style="list-style-type: none">• Paragraph Structure• Effective Topic Sentences• Main ideas and Development of Ideas
4	Building Paragraphs into Long-form Writing (reports/essays etc.)	<ul style="list-style-type: none">• Summary• Brainstorming and Planning• Sequencing and Linking Information• Structure and organisation of paragraphs

ASSESSMENT

Students will be assessed by written assignments given at the end of each lesson and handed in by email. Particular attention will be paid to students' improvement during the course.