

Course Description

Discipline/Course: Writing Practice

Training programme for university staff “English. Module 2”

Department of Methods of Teaching Foreign Languages

Instructor: Elena O. Zakharova, PhD

Contact details: +7 3822 561 701, email: zakharova@tpu.ru

Course Objectives:

The course “Writing Practice” (Module 2) is addressed to TPU content teachers and researchers. Its aim is to develop the participants’ writing skills for personal and professional correspondence at level A2/B1 of language proficiency according to “The Common European Framework of Reference for Languages”.

Course Outline:

Section 1: Informal correspondence: writing socially.

Section 2: Biographies of famous people.

Section 3: Professional biography.

Section 4: Writing short stories.

Section 5: Introduction to formal correspondence: peculiarities of formal style.

Section 6: Letter of Request.

Section 7: Letter of Complaint.

Section 8: Introduction to electronic correspondence: netiquette and acronyms.

Section 9: Professional electronic correspondence.

Section 10: Information exchange on the issues of scientific discoveries, conferences and seminars.

Section 11: Writing academic partnership proposals.

Learning Outcomes:

At the end of the course the participants are expected to be able to:

- demonstrate the competence in English written communication appropriate to the studied genres in the formal and informal styles in a variety of contexts: social, socio-cultural, cross-cultural and professional.

Course Delivery: one semester, 18 weeks

Prerequisites: Level of English Language Proficiency A1/A2 in compliance with CEFR.

Co-requisites: Disciplines of English. Module 2.

Final Assessment: pass/fail test

Course Developer: Elena O. Zakharova, PhD