



## ENGLISH WRITTEN LANGUAGE – COMPREHENSION AND EXPRESSION

Bachelor in Applied Foreign Languages  
Faculty of Liberal Arts

### Course information

Bachelor year 3                      18 HOURS  
Fall Semester                      5 ECTS  
Practical Sessions (TD)  
Professor: Caixia Tan

### Course description

This course will focus on two parts: academic writing and business writing.

The first part of the course, academic writing in English, introduces the essential skills and strategies required to compose academic essays:

- (1) how to structure a paragraph, the basics for essays;
- (2) from writing paragraphs to composing essays;
- (3) how to paraphrase and summarize, and use information from references;
- (4) how to write a research essay, with particular emphasis on presenting opinions and supporting them with evidence. Students will also work on grammar and stylistic aspects of academic writing: conjunctions, transitional expressions.

The second part of the course, Business Writing in English, introduces the essential skills for writing in the business world: writing confidently and effectively in English; organising your writing; writing the most common types of business documents in English (emails, letters, reports, notes).

Indeed, written communication in the business world is not just about "good writing". To be effective, you need to write clearly and succinctly, and make your message relevant to the people who read it.

### Bibliography

- Bailey, S. (2011). Academic Writing: A Handbook for International Students. 3<sup>rd</sup> Ed. London: Routledge.
- Banks, T. (2012). Writing for Impact. Cambridge: Cambridge University Press.

Chin, P., Koizumi, Y., Reid, S., Wray, S., Yamazaki, Y. (2012). Academic Writing Skills 1: Student's Book. Cambridge: Cambridge University Press.

Day, J. (2012). Writing for Impact: Trainer's Notes. Cambridge: Cambridge University Press.

McCarthy, M. and O'Dell, F. (2008). English Collocations in Use: Advanced. Cambridge: Cambridge University Press.

McCarthy, M. and O'Dell, F. (2008). Academic Vocabulary in Use. Cambridge: Cambridge University Press.