Writing Course for Students

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Day 1 **Letters and Email:** **Basic writing conventions and Formal vs. Informal**	• Structure and layout • Reasons for writing – stating purpose clearly • Starting and finishing • Forms of address • Formal vs. informal language • Common formal phrases
Day 2 **Email: Making enquiries about courses, application procedures, etc.**	• Basic email layout • Expressions for beginning and ending emails • Semi-fixed expressions for making enquiries • Writing practice
Day 3 **Email: Formality breakdown and relationship development**	• Relationship development and formality breakdown • Formal vs. informal language • Making enquiries about accommodation and university facilities • Writing practice
Day 4 **Email: Extended practice**	• Review of language and skills taught so far • Making enquiries about a study abroad programme • Writing practice