# Writing Course for Students

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