

<i>Title and Code of Course:</i> Advanced Writing Practice ERPB - BAN 4007			
<i>Instructor's Name:</i> William Potter			
<i>Instructor's Email Address:</i> potter.william@kre.hu			
Credit Point Value: <b>6</b>	Number of Lessons per Week: <b>2</b>	Type of Course: <b>Seminar</b> <input checked="" type="checkbox"/> <b>Lecture</b> <input type="checkbox"/>	Method of Evaluation: <b>Oral Examination</b> <input type="checkbox"/> <b>In-Class Presentation</b> <input type="checkbox"/> <b>Other</b> <input checked="" type="checkbox"/>
<b>Course Description:</b>			
<p>The aim of the course is to help students become more proficient English language writers in a range of business-oriented genres. Students will analyse models texts and increase their awareness of the organizational, stylistic and language features typical of each genre. This knowledge will prepare students for writing effectively in their future careers.</p> <p>Requirements: weekly attendance (three absences are permitted), active participation, submission of assignments <u>on time</u>.</p> <p>Assessment: two in-class <b>progress tests</b> (20/20% of the grade), three <b>home assignments</b> (20/20/20% of the grade).</p>			
<b>Bibliography:</b>			
<b>Compulsory Reading List</b>			
<p>Baley, S. (2011). <i>Academic writing: A handbook for international students</i>. 3<sup>rd</sup> ed.. London: Routledge. (Especially Part 4)</p> <p>Gillett, A., Hammond, A. &amp; Martala, M. (2009) <i>Successful Academic Writing</i>. Harlow: Pearson Longman, 2009. (Chapters 7, 9, 12)</p>			
<b>Suggested Reading List</b>			
<p>Crory, H. (1999). <i>Advanced Writing with English in Use</i>. Oxford: OUP.</p> <p>Evans, V. (2000). <i>Successful Writing Proficiency</i>. 2<sup>nd</sup> ed. Newbury: Express Publishing.</p>			