Title and Code of Course: Advanced Writing Practice ERPB - BAN 4007

Instructor's Name: William Potter

Instructor's Email Address: potter.william@kre.hu

Credit Point Value: **6**	Number of Lessons per Week: **2**	Type of Course: **Seminar** ☒ **Lecture** ☐	Method of Evaluation: **Oral Examination** ☐ **In-Class Presentation** ☐ **Other** ☒

Course Description:

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.

Requirements: weekly attendance (three absences are permitted), active participation, submission of assignments <u>on time</u>.

Assessment: two in-class **progress tests** (20/20% of the grade), three **home assignments** (20/20/20% of the grade).

Bibliography:

Compulsory Reading List

Baley, S. (2011). *Academic writing: A handbook for international students.* 3rd ed.. London: Routledge. (Especially Part 4)

Gillett, A., Hammond, A. & Martala, M. (2009) *Successful Academic Writing.* Harlow: Pearson Longman, 2009. (Chapters 7, 9, 12)

Suggested Reading List

Crory, H. (1999). *Advanced Writing with English in Use.* Oxford: OUP.

Evans, V. (2000). *Successful Writing Proficiency*. 2nd ed. Newbury: Express Publishing.