**《Professional English Writing》Syllabus**

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| **Course Title：** Professional English Writing | | | | | | **Course category(compulsory/elective)：** C | | | | | | |
|  | | **Course Title(in Englsh)： Professional English Writing** | | | | | | | | | | |
| **Total hours/week hours/credits: 32/16/2** | | | | | | **Experimental time：** | | | | | | |
|  | | **Advanced Placement:** | | | | | | | | | | |
| **Teaching time: Wed 10.25-12.00** | | | | | | **Course location: 312** | | | | | | |
|  | | **Teaching object: Improve English and Professional Writing skills** | | | | | | | | | | |
|  | | **Starting College: YueTai, E-Commerce Department** | | | | | | | | | | |
|  | | **Teacher name/title: Daniel** | | | | | | | | | | |
| **Tel：18680092921** | | | | | |  | | | **Email: daniel.kusnierik@gmx.com** | | | |
|  | | **Time, place and method of answering questions:** | | | | | | | | | | |
|  | | **Course assessment method: open book ( ) closed book ( ) course paper (X ) other ()** | | | | | | | | | | |
|  | | **Use the textbook: N/A**  **Teaching reference materials: Various Publications and Writing Examples** | | | | | | | | | | |
|  | | **Course Description: Focusing on certain aspects of language abilities, through combination of practice and critical approach to the subject** | | | | | | | | | | |
| **Course teaching objectives**  **1. Improve accuracy in writing English**  **2. Develop professional style when writing**  **3. Broaden understanding of the issue of writing** | | | | | | |  | | | | | |
| **Theoretical teaching process table** | | | | | | | | | | | | |
| **Week** | **Teaching theme** | | **Duration** | | **The focus and difficulty of teaching** | | | **Method** | | | **Homework** | |
| 1-6 | Professional Writing | | 6 | | Understand the concept of writing in professional style through simple formal writing ideas | | | Analytical approach combined with writing practice | | |  | |
| 7-11 | Factual Writing | | 5 | | Understand the concept of reporting in professional area | | | Analytical approach combined with writing practice | | |  | |
| 12-16 | Critical Writing | | 5 | | Use critical approach to create own arguments on academically relevant topics | | | Critical Thinking development in combination with writing practice | | |  | |
| 1-18 | Language focus | | 2 | | Improve accuracy of writing through focusing on key writing related language concepts | | | Theory explanation with appropriate excercises | | |  | |
| 1-18 | Student Input | | 2 | | Support student in developing own focus regarding their education through independent search for answers in combination with communication with teacher | | | Independent learning | | |  | |
| 1-18 | Development of language, analytical and critical thinking | | 3 | | Improve students’ language, analytical and critical thinking abilities through case-studies | | | Case Studies analysis | | |  | |
| **Total：** | | | 32 | |  | | |  | | |  | |
|  | | **Method and standard of assessment** | | | | | | | | | | |
| **Form of assessment** | | | | **evaluation standard** | | | | | |  | | **Weights** |
| Class Presence | | | | Students are required to submit a number of writing samples (homework) | | | | | |  | | 35% |
| Midterm Assignment | | | | Students will write a report of 350 words on an actual project they participated in | | | | | |  | | 30% |
| Final Assignment | | | | Students will write an essay of 600 words on a selection of academical topics | | | | | |  | | 35% |
|  | | **Outline writing time:** | | | | | | | | | | |
|  | | **Department (department) review comments:**  Department (Department) Director's signature: Date： | | | | | | | | | | |