**《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：  |