

**Module Description: Module 12**

Introduction to Basic Vocational Writing Skills in English

1. **Module Organiser Contact Details**

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**Name(s) of Trainer(s)**

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1. **Course Code:** CATALYST M12
2. **Course Requirements**: 03 ECTS (90 hours)

* 45 teaching hours
* 45 hours self-study
* A2 – B1+ (CEFR)

1. **Module Description:**

The module provides further material covering formal correspondence guidance (e.g. composing emails and writing reports) using a business context as a model. A language grammar support section is also included providing exercises for refreshing relevant language skills.

**Syllabus outline**

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| **Session** | **Contents** | **Activities** | **Assignments** |
| 1 | LESSON ONE  Introduction of the Module  Letters - Part 1: Types of Business Correspondence | Lectures  Discussion  Task completion  Project | Unit 1 (A Commonsense Guide to Grammar and Usage) |
| 2 | LESSON TWO  Letters – Part 2: Letters of Enquiry and Correspondence Practice  Using the phone: Telephone Enquiry | Lectures  Discussion  Task completion  Project | Unit 2 (A Commonsense Guide to Grammar and Usage) |
| 3 | LESSON THREE  Terms of Payment  Terms of Delivery (INCOTERMS) | Lectures  Discussion  Task completion  Project | Unit 3 (A Commonsense Guide to Grammar and Usage) |
| 4 | LESSON FOUR  The offer | Lectures  Discussion  Task completion  Project | + Replying to the job offer letter (in Handout 6) by providing a job offer rejection letter.  + TASK 2: Join the abbreviations in the box with their equivalents.  + Unit 4 (A Commonsense Guide to Grammar and Usage) |
| 5 | LESSON FIVE  The order | Lectures  Discussion  Task completion  Project | + Revise the quotation and job rejection letters that Trainer has given feedback  + *Complete* the text about DOS AND DON’T’S OF ORDER LETTER  + Unit 5 (A Commonsense Guide to Grammar and Usage): Lessons 13-15. |
| 6 | LESSON SIX  The Invoice and Export Documentation | Lectures  Discussion  Task completion  Project | + Export documentation terminology  + Unit 5 (A Commonsense Guide to Grammar and Usage): Lessons 16-19. |
| 7 | LESSON SEVEN  Complaint procedure | Lectures  Discussion  Task completion  Project | + Look for more phrases used in letters of complaints.  + Rewrite the letter they have done in groups.  + Unit 6 (A Commonsense Guide to Grammar and Usage) |
| 8 | LESSON EIGHT  Email writing: Diverse tasks and practice | Lectures  Discussion  Task completion  Project | + Complete remaining tasks  + Look for more, structures to be used in emails.  + Unit 7 (A Commonsense Guide to Grammar and Usage) |
| 9 | LESSON NINE  Internal memo emails and review of terms and expressions in business documents | Lectures  Discussion  Task completion  Project | Unit 8 (A Commonsense Guide to Grammar and Usage) |
| 10 | LESSON TEN  Describing change: Data analysis and recommended structure | Lectures  Discussion  Task completion  Project | + Handout 7  + Unit 9 (A Commonsense Guide to Grammar and Usage) |
| 11 | LESSON ELEVEN  Describing change: useful vocabulary and grammar | Lectures  Discussion  Task completion  Project | + Handout 2  + Unit 10 (A Commonsense Guide to Grammar and Usage) |
| 12 | LESSON TWELVE  Describing change: a business scenario | Lectures  Discussion  Task completion  Project | Unit 11 (A Commonsense Guide to Grammar and Usage) |
| 13 | LESSON THIRTEEN  Structure and process of progress report writing | Lectures  Discussion  Task completion  Project | + Participants imagine that he/she is writing the progress report to yourself, write a progress report on what you’ve done in the past few weeks.  + Participants search google for more information about progress report crafting to prepare for the next lesson. |
| 14 | LESSON FOURTEEN  The major elements and language of a progress report | Lectures  Discussion  Task completion  Project | + Search for materials about revising progress report and examine points to revise after writing progress report.  + Unit 12 (A Commonsense Guide to Grammar and Usage) |
| 15 | LESSON FIFTEEN  Time management and techniques in report writing | Lectures  Discussion  Task completion  Project | + Plan your own report, revise the lessons about progress report writing.  + Revise all lesson about vocational writing skills – Module 12 to prepare for the examination. |

1. **Language of Instruction & Level**

English and Vietnamese

English and Laotian  
A2 – B1+

1. **Module Aims and Overview**

This module aims to:

* Equip participants with the skills of formal correspondence in a business professional context;
* Introduce and facilitate practice of basic professional communication skills in familiar work-related contexts (e.g. socializing, telephoning, dialogues, etc.);
* Provide grammar support for writing.

1. **Learning Outcomes**

Upon completion of the module, the students will be able to:

1. Gain an insight into the general rules for business correspondence (written and via the telephone).
2. Recognize and differentiate types of business documents.
3. Analyse a limited range of professional texts (e.g. letters, memos, emails, messages, notes, etc.) to respond appropriately;
4. Produce texts for different professional contexts (e.g. letters of inquiry, offer letters, quotations, descriptions of charts and graphs, progress reports, etc.) using appropriate language.
5. **Target Group(s)**

First year English-major students in Teacher Education program

1. **Module Assessment** (test type & marking system)

Written exam: 90 minutes

1. Writing a business letter: 45 minutes – 50 points
2. Writing a progress report: 45 minutes – 50 points

Marking criteria.

A. Content:  15 points max.

B. Format/ Layout: 5 points max.

C. Style: 15 points max.

D. Language (grammar & vocabulary): 15 points max.

**Grade Converting System**

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| --- | --- | --- | --- | --- |
|  |  |  | **Lao grades** | **Vietnam grades** |
| **Grade level** | Excellent | A=4,0 | = 90-100% | 9.0 – 10.0 |
| Very good | B+ =3,5 | = 80-89% | 8.0 – 9.0 |
| Good | B=3,0 | = 70-79% | 7.0 – 7.9 |
| Fairly good | C+=2,5 | = 65-69% | 6.5 – 6.9 |
| Fair | C=2,0 | = 60-64% | 6.0 – 6.4 |
| Poor | D+=1,5 | = 55-59% | 5.5 – 5.9 |
| Very poor | D=1,0 | = 50-54% | 5.0 – 5.4 |
| Fail | F=x | < 50% | < 5.0 |

1. **Bibliography**

**10.1 Literature**

**Module Materials** (list only) script

Applying for a Job & Written Communication for Work Purposes

A Commonsense Guide to Grammar and Usage