



## ENGLISH FOR REPORT WRITING & COMMERCIAL CORRESPONDENCE: 2011



**Language Specialists**  
INTERNATIONAL

**COURSE OBJECTIVE:** The course is designed for professionals or trainee professionals for whom the ability to write efficient and effective reports and letters is a key component of their job.

### COURSE DESIGN

The programme is based on a detailed assessment of the specific report and letter writing requirements and language level of the participant (which can take place in the participant's country, by fax or on arrival at LSI). We also ask the participant/company involved to provide us with as many authentic examples of typical written assignments as possible. The course materials have been developed and extensively tested in in-company training programmes all over the world and are soon to be published.

### COURSE CONTENT

The programme covers six key areas:

#### 1. EFFECTIVE INFORMATION CONTROL:

Selection, classification and organisation of information to achieve conciseness, simplicity and logical sequence.

#### 2. GRAMMATICAL ACCURACY & CLARITY:

Verb tenses, agreement, articles, prepositions, reported speech, passives, syntax, spelling & punctuation.

#### 3. APPROPRIATE STYLE & TONE:

Considering the Aim & the Reader. Contrasts in style: impersonal/personal ~ tentative/direct ~ formal/informal

#### 4. LAYOUT & PRESENTATION:

Report format and structure. Exploiting display techniques, headings, space and indenting. Numbering for reference.

#### 5. TYPES OF WRITTEN ASSIGNMENT:

Variations in types of reports, letters, faxes, telexes and internal memoranda.

### 6. FUNCTIONS OF WRITING:

- Introduction & Reference
- Cause & Effect
- Definition & Description
- Enquiries & Requests
- Comparison & Contrast
- Opinion & Agreement
- Numerical & Graphical Information
- Complaint, Apology & Explanation
- Forecasts & Probability
- Advice, Recommendations & Conclusions

### DURATION / TIMETABLE / PROGRAMME

Course duration is normally for 1 or 2 weeks (2 weeks is preferable). The programme is highly intensive and includes 25 contact hours plus 5 to 10 self-access study hours plus 7.5 hours social English over lunch per week plus optional evening social activities. The following is based on a Combination course, giving the students the opportunity to work on individual and specialised needs in the morning; the afternoon focus is on communication in an international context.

The daily timetable operates as follows:

8:30 - 9:30	Self-study in Self-Access Centre and Language Laboratory.
9:30 - 10:45	Period 1 with Morning Tutor (1:1)
10:45 - 11:00	Morning Coffee Break
11:00 - 12:15	Period 2 with Morning Tutor (1:1)
12:15 - 1:45	Lunch with teacher/s and fellow students
1:45 - 3:00	Period 3 with Afternoon Tutor (minigroup – max 4 participants)
3:00 - 3:15	Afternoon Coffee Break
3:15 - 4:30	Period 4 with Afternoon Tutor (minigroup – max 4 participants)
4:30 - 5:30	Optional Self-Access Study Evening Social Activity (Optional)