

**Department:** Department of General Education

**Course Name** Practical Writing

**Hours per week**

**Number of Credits** 2

This course will focus on developing and improving the students writing abilities in a variety of practical styles and formats. This course will give

function in both an academic and business sense. The course will review the grammatical basics of writing sentences and paragraphs, punctuation, writing business and academic emails, cover letters, personal statements of intent, memo writing, resume and CV writing, and basic academic essay writing. In general, this course will take an interactive approach to teaching/learning writing. It attempts to help students develop their confidence in terms of their writing competence through a variety of individual, pair and group tasks and activities both inside and outside the classroom.