



COURSE SYLLABUS

I. Course title: PROFESSIONAL WRITING

II. Course credits: 4

III. Course prerequisites:

Students are required to successfully complete the Paragraph and Composition Writing 2 module

IV. Course overview

This course is an upper-intermediate course in writing. Students learn how to write on International Relation topics in a professional way.

V. Course goals

After the course, students will be able to:

- Understand the organization of a Press Release, a Review, Public Relation Plan, Research Proposal
- Write complete essays of common topics
- Improve professional writing skills in international relation domains such as news report, resumes, proposal

VI. Assessment scheme

Mid-term test	30%	Group work writing tasks
		Individual tasks
Final test	70%	Final Test
Total	100%	

Guidelines for Individual Tasks, Group-work writing tasks and final test.

+ Individuals: Make outlines according to the teacher's setting topics; after discussion with classmates complete personal tasks; share opinions when giving feedback.

+ Group work task: complete writing tasks in essay forms (paper or online submission)

+ **Final test:**

Question 1: Test takers are asked to paraphrase two complex sentences/ paragraphs (20%)

Question 2: Test takers are required to write an essay in about 300 words of a certain topics (Request, Inquiries, complaints, suggestions, responses, opinions, agree/ disagree...) – 40%

Question 3: Test takers read a news/ message/ title ...on newspapers and give summaries. (300w) – 40%

Rubrics for the assessment:

- Task achievement – 15%

- Content/ Organization (Intro., Topic sentence, Explanation, Giving examples, contrasting) -40%
- Language Use: Word choice, grammar structure -30%
- Coherence & Cohesion- 15%

Course policies:

1. The course will be conducted in different modes including lecturing, discussion, and practice.
2. Attendance in all sessions is strongly recommended. Participants are required to give advance notice of their absence in case of illness or any other situations. However, students skipping more than 5 class meetings are not allowed to take the final test.
3. Participants are expected to be well prepared and take an active role in class discussions and work collaboratively with their peers.
4. Cheating in any form, including plagiarism, results in a failing grade.
5. For late submitted work, 10% of the component grades will be deducted per day.

VII. Required materials:

Mackey, D. (2005). *Send me a message: A step-by- step Approach to Business and Professional Writing*. 1st Ed. New York. McGraw-Hill.

Supplementary materials:

Rico, Gabriele (2000). *Writing the Natural Way*. New York. Penguin Putnam Inc.

Wilson, K. & Wauson, J. (2010). *The AMA handbook of Business Writing*. New York. Library of Congress Cataloging-in-Publication Data.

- <https://www.nytimes.com/>
- <https://edition.cnn.com/>
- <https://www.npr.org/sections/news/>
- <http://www.thanhniennews.com/>
- <https://tuoitrenews.vn/>

VIII. Course Schedule:

Week	Topic	Class Activities
1	Requests & Inquiries (Personal Relations) p.11-14	-Write something about oneself - Describe a feeling (fear, love, sadness, joy) - Individual work
2	Requests & Inquiries (International Relations) p.15-19	-Choose a topic, discuss the outline (after getting the topic approved by the teacher) - Group work writing task.
3	Complaints (Formal, informal)	- Mind mapping

	+ Friends + Business + Co-workers/ Strangers p. 34-39	- Brainstorming - Outline for a press release - Group work writing task.
4	Responses to the complaints p. 40-45	- Problem solutions - Outline for a press release - Individual/Group work writing task.
5	Suggestions/ Recommendations p.53-55	- Mind mapping - Brainstorming - Outline for a press release - Group work writing task.
6	Evaluation – Feedback	- Peer evaluation - Recommendation - Discussion
7	Opinions & Agreements p. 56-59	- Explain; Give examples for agreements - Use appropriate expressions, collocations - Group work writing task.
8	Opinions & Disagreements p. 60-65	- Express opposing viewpoints/ feeling - Use appropriate expressions, collocations - Group work writing task.
9	Resumes p. 67-75	-Job-search writing -Write resume cover letter -Individual work/ Pair work
10	Report an article/ news https://www.nytimes.com/ https://edition.cnn.com/ https://www.npr.org/sections/news/ http://www.thanhniennews.com/ https://tuoitrenews.vn/	- Read the news & report - Outline main ideas: group work - Report: Individual work
11	News Summarizing https://www.nytimes.com/ https://edition.cnn.com/ https://www.npr.org/sections/news/ http://www.thanhniennews.com/ https://tuoitrenews.vn/	- Read the news & summarize - Outline main ideas: group work - Summarize: Individual work

12	Proposal https://www.scribbr.com/dissertation/research-proposal/	<ul style="list-style-type: none"> - Organize ideas for a research proposal - Outline research questions, methodology from certain studies given by the lecturer - Group work projects
	Final Test	Set up by the I.R Staff

Lecturers: Ms. Tran Thi Minh Phuong

Ms. Nguyen Hai Van

Mr.