Write Now!: Professional Writing Course Description
English Now!

The goal of English Now!'s Write Now! Professional Writing Course is to give students the tools to communicate effectively in their professional and daily lives. The maximum class size is four, so students receive personalized guidance and feedback from teachers. Students also have opportunities to choose the topics they write about, so they can work on communications they need for their professional and daily lives right now.

Levels of English Proficiency. Write Now! Courses are for students from Intermediate to Advanced levels. New students are placed with other students based on a written and oral placement test.

Curriculum. This class is designed to help students who want to:

- communicate with colleagues, clients, and other professional contacts through emails, memos, and other written formats
- make appointments and request information over the internet
- write formal letters for job, internship, and college applications
- communicate with their children's schools in writing
- communicate orally in professional and personal contexts, in a manner consistent with written, professional work products

Students will communicate more professionally by:

- analyzing emails, memos, announcements, and other texts in order to respond effectively
- understanding the values that inform professional writing and oral communication in the U.S. including directness, linearity, and consistency, and applying them through effective structure, organization, and word choice
- using audience- and situation-specific vocabulary
- minimizing common errors, such as mistakes with articles, prepositions, and punctuation
- using revising and editing strategies

Course activities may include discussions, lectures, grammar and punctuation exercises, writing exercises, peer feedback workshops, revising and editing workshops, generative workshops, outlining exercises, quizzes, and text analyses. Students will complete two or more major writing assignments, depending on the duration of their enrollment. Students will leave the course with a small portfolio of professional writing.

In addition to writing, students will present their work and engage in conversation activities designed to mirror professional interactions. Students may also be asked to complete formal presentations (depending on student interests).

Homework. Write Now! students are encouraged to complete all homework assigned by their teacher in order to build effective writing skills. Homework may include writing assignments, grammar exercises, vocabulary review, and other activities designed to meet students' individual needs.

Assessment. Throughout the course, the instructor will assess students' work and provide personalized feedback on it. At the end of the course, the instructor will provide students with feedback on their strengths and challenge areas.

Course Schedule, Tuition & Registration: Options are (1) enroll in a **semi-private lesson** if there are two or three students with similar needs, levels, and schedules, in 16, 75-minute sessions. For a semi-private lesson, tuition is $672 for 16 sessions. Do you have a colleague that might be interested? (2) Enroll in a **private lesson**, at dates and times at your convenience. Consider a 16-session program or another schedule. For private lessons, tuition is $40 per class hour, plus registration fee. All students pay a $40, one-time registration fee. Books and materials are extra and usually between $30 and $40. Note: in addition to class time, students and instructors also may exchange drafts of written documents by email. We plan 15 minutes of instructor review of written work per class session.

To Ask Questions or Enroll. Visit us at 4630 Montgomery Avenue, Suite 300, Bethesda, MD 20814, call us at 301-718-3575, or email us at info@english-now.com. We look forward to meeting you and would be glad to have you take a proficiency test – with no cost and no commitment – to learn more about your language background and to enable us to talk to you about placement.