

TAITRA  
International Trade Institute

**Writing Basics 2 寫作易上手 A 組**  
**Intermediate 參考級數:多益 550-650**  
**(Oct - Dec 2022)**

Frequency and duration: 10 x two-hour classes

### Course Aim

The aim of the *Writing Basics 2* course is to build on what was learnt in the *Writing Basics 1* course. The key sentence structures, parts of a paragraph, and forms of grammar from the previous course will be reviewed as well as new ones introduced. In addition, the content, structure, and useful vocabulary of different styles of writing will be introduced and exercises made available for students to practice.

### Course Description

Writing Basics 2 is an ideal course for those people who wish to take their basic writing knowledge to another level. As students will already know the different types of sentences and how to structure a basic paragraph, information on new kinds of paragraph will be introduced. Relevant grammar and other parts of English for these new kinds of paragraph will also be introduced.

**Note:** Upon completion of this course, students may consider signing up for ITI's Business e-mails 1 course.

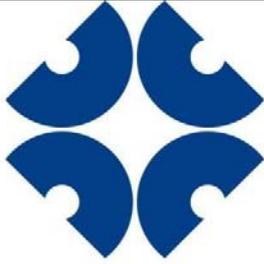
### Course Materials

The materials for the class are all created by the teacher. These could have come from books, the internet, or from the teacher's imagination. This means that the class can be adapted to the specific needs of the students in terms of content, difficulty, and amount of work created. After materials are presented and used in class, all of the answers will be made available to the students.

Students will need to download *Webex* on their computers to attend the online sessions with their teacher.

## Course Topics

Week	Topic	Grammar Focus	Additional Materials
1 - 2	Review of Simple, Compound, and Complex Sentences	Review of Verbs	Correction Symbols
2 - 3	Descriptive Paragraphs	Adjectives and Adverbs	Strong Adjectives
3 - 4	Product Descriptions	Adjectives and Adverbs (Continued)	
4 - 5	Sharing Opinions and Encouraging the Opinions of Others An Online Discussion Forum	Review of the Passive	
5 - 6	Writing Reviews	Past and Perfect Forms	
6 - 7	Instructions from a Colleague	Review of Imperatives	
7 - 8	Advertisements	Descriptions of Materials (style, size, dimensions, etc.)	
8 - 9	Future Plans	Future Tenses	
9 - 10	Review of Course Materials		



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**Business Emails 2 寫作易上手 B 組**  
**(Intermediate - Upper Intermediate)**  
參考級數:多益 550-650 或以上  
**(Oct - Dec 2022)**

Frequency and duration: 10 x two-hour classes

### Course Aim

The aim of the *Business Emails 2* course is to provide students with a clear understanding of the structure, tone and style needed in writing professional emails.

### Course Description

Do you need to write emails at work? Are you worried that your emails are not clear or that you make mistakes in your written English?

In this course, you will learn how to write well structured, professional emails using the correct level of formality.

*Business Emails 2* is the ideal course for anyone who needs to improve their business correspondence skills. The course will show you how to write professional emails and other correspondence in English from beginning to end, in simple, clear steps.

*Note: The basics of writing emails were covered in the Business Emails 1 course, and this course will continue with further emails types as specified under Course Topics.*

### Course Materials

The materials for the class are all created by the teacher. These could have come from books, the internet, or from the teacher's imagination. This means that the class can be adapted to the specific needs of the students in terms of content, difficulty, and amount of work created. After materials are presented and used in class, all of the answers will be made available to the students.

Students will attend classes online.

## Course Topics

Week	Topic	Materials
1	Quick Review	<ul style="list-style-type: none"> <li>➤ Tone</li> <li>➤ Format</li> <li>➤ Types of correspondence</li> <li>➤ Punctuation</li> </ul>
2-3	Goodwill Emails	<ul style="list-style-type: none"> <li>➤ Structure</li> <li>➤ Vocabulary</li> <li>➤ Samples</li> <li>➤ Practise Exercises</li> </ul>
4-5	Inquiries & Requests: Replies	<ul style="list-style-type: none"> <li>➤ Structure</li> <li>➤ Vocabulary</li> <li>➤ Samples</li> <li>➤ Practise Exercises</li> </ul>
5-6	Acknowledgements & Reminders	<ul style="list-style-type: none"> <li>➤ Structure</li> <li>➤ Vocabulary</li> <li>➤ Samples</li> <li>➤ Practise Exercises</li> </ul>
7-8	Complaints	<ul style="list-style-type: none"> <li>➤ Structure</li> <li>➤ Vocabulary</li> <li>➤ Samples</li> <li>➤ Practise Exercises</li> </ul>
9-10	Complaint Replies	<ul style="list-style-type: none"> <li>➤ Structure</li> <li>➤ Vocabulary</li> <li>➤ Samples</li> <li>➤ Practise Exercises</li> </ul>