

# Advanced Written Business Level V



- *Increase your business vocabulary*
- *Write better business emails, letters*
- *Research and write a business report*
- *Read authentic business articles*

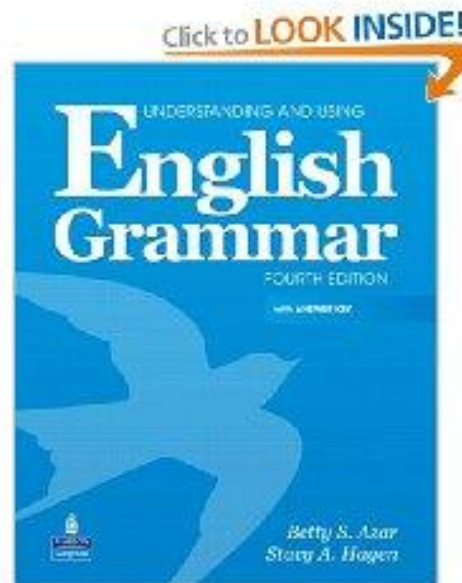
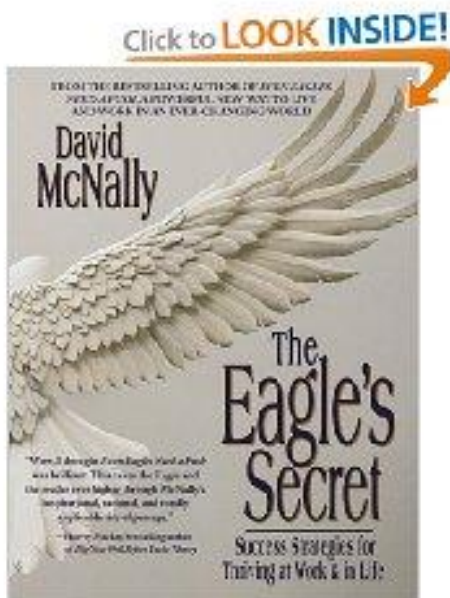
## Course Format

The course is divided into 3 evaluated components:

- Grammar
- Reading
- Writing



## Class Texts



## Grammar

You will review and understand

- Verb Tenses
- Passive & Active Voice
- Modal & Phrasal Modal Verbs
- Noun, Adjective & Adverb Phrases & Clauses
- Gerunds & Infinitives
- Conditional Clauses
- Punctuation & Capitalisation



# Reading and Vocabulary

You will:

- Develop your reading strategies
- Read authentic articles from The Economist, The New Yorker, The Financial Times, etc
- Read an authentic text on thriving at work and in life
- Increase your business and general academic vocabulary



## Writing

You will:

- Research and write a business report
- Write your resume
- Use appropriate formality and style in your written business correspondence
- Write business article summaries



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