



THE AGA KHAN UNIVERSITY

Network of English Language Enhancement

COURSE SPECIFICATION

<p>Name of the course</p> <p>English for Emails - B1</p>
<p>Course description</p> <p>This course focuses on enabling participants to write effective emails. It is geared towards professionals with a B1 (i.e. intermediate) level of English.</p> <p>You will be familiarized with the basic format of emails, how you can write appropriately and the vocabulary used in work-based communication.</p> <p>This will be an online course where your tutor will give you tasks, constructive feedback and answer queries related to email writing.</p> <p>You will be expected to commit to eighteen study hours in total over six weeks.</p>
<p>Course rationale</p> <p>In the modern professional world, most written communication takes place via emails. It is essential to get the right message across and avoid miscommunications. If you do not write emails effectively or appropriately, issues can quickly flair up related to your work and with colleagues. To avoid this, it is important to learn to write effective emails.</p>
<p>Course structure and content</p> <p>You will be expected to commit to studying three hours a week for six weeks.</p> <p>You will learn using web-based teaching materials, interactive activities and assigned readings.</p> <p>You will be assessed at the end of the course.</p> <p>Course topics will include the following:</p> <ul style="list-style-type: none">● email etiquettes● effective email writing● writing in an appropriate style
<p>Learning outcomes</p> <p>On successful completion of this course, you are expected to be able to:</p>

- improve your overall written English skills
- identify differences and similarities among the different email formats
- write more effective subject lines and email text
- apply key language items appropriately and accurately to different types of emails
- correct common errors such as punctuation and capitalization
- study and apply tone and level of formality in emails
- understand how culture affects what is appropriate in emails
- write impactful work related emails for professional needs

Course delivery

This is an online course, which means that it will be offered through a VLE (Virtual Learning Environment). The VLE used for this course is English 360. Your online participation will be monitored by the tutor and you will be required to complete the tasks and activities assigned for each week.

Course assessment

Your performance will be measured by your participation in the weekly activities and by the standard of your course assignment.

To be eligible for a Certificate of Participation, you must complete 90% of the activities in the course and submit the course assignment.

Your final assignment will require you to work in pairs and send emails to each other suitable to the role assigned to each of you.

At the end of the course you will receive a Performance Report. This will specify whether you have met the course learning outcomes.

Course evaluation

You will be asked to share your experience of the course by completing an online end of course survey. ELE_net will use your responses to identify the strengths and weaknesses of the course. The success of the course will be measured by the activity levels of course participants so your participation will be closely monitored and reported on.

Course participant agreement

You can expect ELE_net to:

- provide clear information about your course and about our expectations of what you need to do in order to complete the course successfully
- provide high standards of teaching, support and guidance in order to complete this course and enhance your English language skills
- monitor your progress and provide feedback on your performance and level in a timely manner
- ask for your feedback on the course

ELE_net expects you to:

- take responsibility for your own learning
- actively participate in your course, ensuring you spend the required time in weekly self-study
- complete coursework and submit assignments by the stated deadlines
- participate in feedback activities designed to enhance the quality of the course