

**ENGLISH LANGUAGE AND LITERATURE PROGRAM  
DEPARTMENT OF ENGLISH EDUCATION  
FACULTY OF LANGUAGE AND ARTS EDUCATION  
INDONESIA UNIVERSITY OF EDUCATION**

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**Course** : Writing in Professional Contexts  
**Code** : IG 415  
**Credit** : 2 Chs  
**Instructors** : Nia Nafisah, M.Pd.  
Rd. Della N. Kartika Sari A., M.Ed  
M. Handi Gunawan, M.Pd

**1. Goals:**

At the end of the semester, students are able to:

1. develop an idea into sentences and paragraphs.
2. use clauses and complex sentences properly.
3. write various types of business and professional texts, such as business correspondence, brochures, and news reports.
4. Develop ideas in forms of literary texts such as short story and poem.

**2. Contents:**

This course covers writing skills in professional contexts such as business correspondence, information texts, and literary texts. In terms of writing aspects, the emphasis is on developing ideas into good paragraphs and coherence essay. The students' writings are discussed through peer editing and teacher's feedback. Assessment is based on bi-weekly class assignments and project at the end of the course.

**3. Learning Activities:**

Classroom discussion on writing assignments, group discussion on different kinds of texts, individual writing.

**4. Prerequisite:**

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**5. Evaluation:**

Evaluation will be based on the following components:

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|------------------------------------|-------|
| 1. Four writing assignments        | = 40% |
| 2. Participation                   | = 10% |
| 3. Mid Term Test                   | = 20% |
| 4. Group Project (Class newspaper) | = 30% |
|                                    | ----- |
|                                    | 100%  |

**Grading:**

85 – 100 = A  
70 – 84 = B  
55 – 69 = C  
40 – 54 = D  
< 39 = E

## 6. Weekly Syllabus:

Weeks	Topics	Sources
1	1. Introduction to the course 2. Syllabus Overview 3. What is Writing in Professional Contexts	1. Syllabus 2. Handout
2	Application Letter and Curriculum Vitae	Handout; newspaper's job vacancy
3	Peer Editing and Feedback on Application Letter and Curriculum Vitae	Students' letters
4	Business Correspondence (I): 1. Letter of Inquiry 2. Letter of Complaint	Ashley, A (2003) handout
5	Business Correspondence (II): 1. Letter of Invitation	Ashley, A (2003) handout
6	Peer Editing & Feedback on Students' business correspondence	
7	Writing Company's Profile	Ashley, A. (2003) & Cordell, J. (2000)
8	Mid Term Test	
9 – 10	Brochures and Leaflet	Handout; brochures & leaflets
11	Peer Editing & Feedback on Students' brochure & leaflet	Students' brochure & leaflet
12 - 13	Writing News Report	Strouch, A. (2007)
14	Peer Editing & Feedback on Students' news report	Students' news report
15	Peer Editing & Feedback on Students' short story or poems	Students' short stories or poems
16	Classroom Project: Publishing Newspaper	

## 7. References:

### A. Main Sources :

Ashley, A.2003. *Oxford Handbook of Commercial Correspondence*. Oxford: Oxford University Press.

Cordell, Jane. 2000. *Cambridge Business English Activities*. Cambridge: Cambridge University Press.

Strouch, A. 2007. *Writers at Work: The Short Composition*. New York: Cambridge University Press.

### B. Other Relevant Sources:

**COURSE DESCRIPTION**  
**(SATUAN ACARA PERKULIAHAN)**

<b>Sessions</b>	<b>Topics</b>	<b>Objectives</b>	<b>Learning Activities</b>	<b>Evaluation</b>	<b>Sources</b>
1	Introduction to course outline and overview of basic writing. Discussion question: What is Writing in Professional Contexts?	Students can explain basic concepts of writing	Introduce course outline Overview of basic concepts in writing.	exercise	Syllabus Handout
2	Application Letter and Curriculum Vitae	Students can write a job application letter and a resume (CV)	Identifying elements in application letter and resume. Exercising on formal expressions in writing business letter.	Write a draft of application letter and resume.	Handout; newspaper's job vacancy
3	Peer Editing and Feedback on Application Letter and Curriculum Vitae	Students can write a job application letter and a resume (CV)	Peer editing on the draft of letter and resume. Classroom feedback on grammar & mechanics.	Write a final draft of application letter and resume.	Students' letters
4-5	Business correspondence: Inquiry Letter and Its Reply; Letter of Order and its reply; Complaint letter and its reply	Students can write different kinds of business correspondence	Identifying elements in business correspondence. Practicing writing business correspondence based on models	Write a draft of each three business letters.	Ashley, A (2003) handout
6	Peer Editing and Feedback on Business Letters in Week 4-6	Students can write business letters	Peer editing on the business letters. Classroom feedback on grammar and mechanics.	Revisions of business letters.	
7	Writing a Company's	Students can write an	Identifying elements of	Write a draft of a	Ashley, A. (2003) &

	Profile	article about a company's profile	company's profile. Practicing writing an article about company's profile.	company's profile	Cordell, J. (2000)
8	MID TERM TEST				
9-10	Brochure and Leaflet	Students can design and write a brochure or leaflet of a tourist resort or attraction.	Identifying elements of brochure and leaflet. Brainstorming on topics to write in a brochure or leaflet. Exercise on clauses and complex sentences.	Write a draft of a brochure or leaflet of a tourist resort/attraction.	Handout; brochures & leaflets
11	Peer Editing and Feedback on Brochure and leaflet	Students can design and write a brochure or leaflet of a tourist resort or attraction.	Peer editing on the draft of brochure or leaflet. Classroom feedback on grammar & mechanics.	Write a final draft of brochure or leaflet.	Students' brochure & leaflet
12-13	News Report	Students can write news based on facts and interviews.	Identifying news report. Conducting interview and fact findings on a certain issue	Write a draft of newspaper article.	Strouch, A. (2007)
14	Peer Editing and Feedback on News Report	Students can write news based on facts and interviews.	Peer editing on the draft of newspaper article. Classroom feedback on grammar & mechanics.	Write a final draft of newspaper article.	Students' news report
15	Peer Editing and Feedback on Short Story and Poem	Students can write a short story or poem (which they have developed since the beginning of the course).	Peer Editing and Feedback on Short Story and Poem. Classroom feedback on grammar and mechanics	Write a final draft of a short story or a poem	Students' short stories or poems
16	Classroom Project: Publishing Newspaper	Students understand how to write texts in professional contexts.	Students display their writings in the format of newspaper/bulletin. Students comment and give feedback to their		

			peer writings.		
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