

## **A NOTE ON THE COURSE**

**EN 420**

**SECRETARIAL ENGLISH**

### **1. COURSE OUTLINE**

This course aims to provide knowledge of business writing, especially the writing of various kinds of letters, memos, minutes, formal and informal invitations, and news releases. A major focus of study is the grammatical practices useful for a good business writing style.

### **2. TIPS FOR STUDY**

Secretarial English is a writing course that requires a lot of writing practice. Students are therefore encouraged to do the homework at the end of each chapter and check possible writing styles for each assignment at the back of the text. Students who are unable to attend the class are urged to submit their writing assignments by mail, or in person. The corrected assignments will be mailed to the writers, 'only if postage-paid self-addressed envelopes are provided; otherwise, all corrected assignments will be returned to the box in front of the lecturer's office.

### **3. EVALUATION**

A final examination of 100 marks will evaluate the students' writing ability in the various styles of business correspondence. A "G" range is 80-100 marks, a "P" range is 60-79 marks, and an "F" range is from 0-59 marks.