

Advanced Professional Writing in English Online Course

THIS 10-WEEK asynchronous online course provides 110 hours of instruction in English professional writing and intercultural communication skills for non-native speakers of English. Course topics include: how to write emails, memos, evaluations and summary reports; writing concisely; writing cohesive sentences and paragraphs; grammar and structure; and general intercultural communication skills and communication styles for American professional contexts.

***Eligibility:** The Advanced Professional Writing in English online course is designed for non-native speakers of English. Participants must be employed by a Department of Defense (DoD) Entity to participate at no cost.*



Advanced Professional Writing In English

COURSE DETAILS

- ▶ Developed and offered by UMBC in partnership with the Center for Applied Linguistics (CAL)
- ▶ 10 weeks, plus 1-week orientation
- ▶ Fully online, asynchronous course
- ▶ Designed for non-native speakers of English
- ▶ Approximately 10 hours of course work per week, (during duty hours, with supervisor approval)
- ▶ 110 course hours

COURSE TOPICS

- ▶ The writing process
- ▶ Writing strong sentences
- ▶ Paragraphs: structure & organization; unity & coherence
- ▶ Writing emails, memos, reports
- ▶ Intercultural communication
- ▶ Summarizing & paraphrasing
- ▶ Writing performance evaluations & reviews

PROGRAM GOALS

- ▶ Improve professional writing skills in English
- ▶ Build effective interpersonal and intercultural competence for a multicultural workplace setting
- ▶ Enhance online technology skills

“Other than the flowery words and poetic writings of some cultures, I hadn’t realized there were so many other cultural writing differences... I had no idea there were so many English grammar websites out there. I definitely want to look at them again and continue to improve my writing.” — Course participant

“In my culture it is not encouraged to talk about your accomplishments. I had never had a lesson on how to write a performance evaluation, and was overlooked for promotion in the past because I didn’t write strong evaluation reports. This unit has been very helpful.” — Course participant

For more information:

Center for Advanced Proficiency in English

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