

Module/Course Handbook

| English Correspondence | | | | | |
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| Module/ Course Title | Student Workload =85 hours | Credits (ECTS) 2 x 1,59= 3,18 ECTS | Semester Even semester | Frequency 2 CU x 14 = 28 | Duration 14 meetings |
| 1 | Types of courses a) Seminar b) Conference c) Practicum | | Contact hours 2 x 110 minutes = 220 | Independent study 2 x 60 minutes = 120 minutes | Class size 40 students |
| 2 | Prerequisites for participation (if applicable) requires language skills at level 1 | | | | |
| 3 | Learning outcomes(PLO+CLO) PLO 1. Being able to create sound academic or non-academic works both oral and written for various audiences and purposes. 2. Being able to demonstrate English language proficiency as indicated by an English proficiency achievement equivalent to minimum CEFR level B2.. CLO: 1. Being able to distinguish the concept of use English to carry out everyday activities in academic work, such as writing emails, dealing with referees and editors, making phone calls, and socializing at conferences 2. Being able to demonstrate the developing ideas and limiting subject of discussion as well as English correspondence writing as the continuation of Academic Writing. | | | | |
| 4 | Subject aims/Content Writing: patterns Morphology: the study of word structure Syntax: the analysis of sentence structure Semantics-Pragmatics: the analysis of meaning Language in social context | | | | |
| 5 | Teaching methods group work, lectures, discussions and seminars | | | | |

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| 6 | <p>Assessment methods Project assessment, portfolios of students work, written test, audio recording of oral presentation</p> |
| 7 | <p>This module is used in the following study programme/s as well undergraduate programme</p> |
| 8 | <p>Module Coordinator Lisetyo Ariyanti, S.S., M.Pd.</p> |
| 9 | <p>Other information</p> <ol style="list-style-type: none"> 1. Wallwork, Adrian. 2011. English for Academic Correspondence and Socializing . New York 2. Wallwork, Adrian. 2014. Email and Commercial Correspondence . New York 3. Wallwork, Adrian. 2016. English for Academic Correspondence . Switzerland: Springer |