Course Introduction Transcript

Hello and a big welcome to this self- study online course with tutor support and webcam sessions.

My name is Steve Gowlett, and I will be your tutor throughout the modules on this course. Thank you so much for signing up.

The course is aimed at people who wish to improve their writing skills in English, particularly for emails for professional purposes, however much of the content will also apply to writing better in general.

This course is going to enable you to do the following:

Be able to express yourself correctly and appropriately in writing which will open doors for you on your professional path.

Earn the respect of the people you communicate with.

Maximise your possibilities of building great working relationships with your peers, customers, suppliers etc.

Increase your level of expression.

Help you explain yourself clearly and directly without sounding rude.

Enjoy a much greater understanding of how the English language is structured.

And it will even help you increase your grades in written examinations in English.

I have divided this course into an introduction and 4 study modules.

The core course content is presented through audio and video recordings with accompanying transcripts and slides. All the audio and slides can be downloaded. Each video recording has its own audio version too for those who wish to listen to the course on the move, or to play the lessons in the background. You can play each part as much as you like.

Once you begin the course, you have complete access to all the content. I suggest you follow the modules in order, but in some cases I invite you to jump to particular areas of content in subsequent lessons or modules.

As you progress through the course content, feel free to consult any doubts with me via email or through a message within the course platform.

Much of the course is me presenting ideas and examples to you with quizzes to check your understanding. But, at the end of each course module, you will find several additional writing activities to send to me and I will review them and send you back my comments, correction, and feedback.

The modules vary in length and amount of content, with Module three being the biggest. I have included time references for each of the recordings to help you plan your time. These time references refer to the duration of the video and audio input and do not include the time it takes you to complete the activities.

Once you have watched or listened to all the content for the module, completed the quizzes and sent me your writing assignment, we will conclude each module with a one-to-one webcam session to discuss any questions you have and feedback on your written activities and for you to practice some spoken English too.

The webcam session will be outside the course platform where we can use Skype, Teams, Zoom or Google. Let me know your preference in a message and I will send you a link and available time slots.

I have tried to make this course as complete as possible to help you improve your written English for emails and I hope it will also improve your writing skills in general.

I really look forward to seeing and speaking to you.

See you inside.