



## Video and Audio Transcript for Module One

You are now about to begin Module One. This module deals with a lot of relevant ideas, concepts and recommendations that can be applied to writing in general as well as writing emails.

This module contains nine lessons and there will be activities for you to do. I will supply you with my own examples for the activities so you can compare your work. You can play back the recordings as many times as you wish. You can also use the transcript guides that accompany each lesson.

At the end of the module, there will be several writing assignments for you to complete and send me for corrections and feedback, as well as another short quiz for you to check your understanding of the course.

We can then have our Webcam session to review the content of this module and to resolve any doubts you have. If we haven't arranged a day and time for the webcam session yet, please send me a message.

See you in lesson one.