



COURSE TITLE

WRITING FOR ACADEMIC & PROFESSIONAL SUCCESS

ECTS: 3

LECTURERS

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AIMS OF THE COURSE

Effective formal writing is an essential skill in today's ever more competitive academic and business settings. Whether you want to boost your academic performance, apply for a scholarship, gain experience through internship or prepare yourself for a highly demanding job market, the ability to create a concise, persuasive and logically-organised types of formal texts in English will always be a valuable asset. This course aims to teach you how to write for various academic and professional purposes to produce well-structured, focused and mistake-free pieces of formal writing that will resonate with your readers. It will help you avoid the most common mistakes and improve your writing skills for academic and professional success.

COURSE TOPICS

Formal vs informal writing

How to write a good paragraph

ACADEMIC WRITING

- essay
- motivation letter for internship/scholarship application

PROFESSIONAL WRITING

- motivation letter for job application
- cover letter for job application
- formal email/business letter

Revising and editing

COURSE OUTCOMES

Upon completion of the course it is expected that the student will be able:

- to differentiate between formal and informal language in writing
- to develop the central idea through supporting sentences into a strong paragraph
- to provide arguments/counter-arguments in a logical and persuasive way in an essay
- to present yourself in a motivation/cover letter so as to stand out from the other applicants
- to understand the form, content and structure of a business email/letter
- to avoid common mistakes, ranging from writing errors and structure to language and style



EVALUATION

The course participant can achieve a total of 100 points through the following activities:

- active class participation
- doing various writing assignments, both in class and at home (student's choice)
 - o short paragraph
 - o short essay (up to 500 words)
 - o cover/motivation letter in academic or business context
 - o formal email/business letter