

# Postgraduate Certificate

## English Writing Techniques



## Postgraduate Certificate English Writing Techniques

- » Modality: online
- » Duration: 6 weeks
- » Certificate: TECH Global University
- » Accreditation: 6 ECTS
- » Schedule: at your own pace
- » Exams: online

Website: [www.techtute.com/us/school-of-languages/postgraduate-certificate/english-writing-techniques](http://www.techtute.com/us/school-of-languages/postgraduate-certificate/english-writing-techniques)

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# 01

# Introduction

In order to learn a language fluently, it is essential to strengthen the following communication skills: comprehension and expression, both written and oral. Building a good foundation is the only way to achieve a good command of a language. For this reason, TECH has developed this academic program, which aims to provide students with the basic knowledge to learn to write well in English, using the main writing techniques. A writing manual that will undoubtedly lay the foundations for effective and efficient learning.





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*The job market is highly competitive, so improving your English skills is essential to stand out in the selection processes"*

Error-free writing in English is a major goal for professionals who work in contact with foreign partners, suppliers or customers. Answering e-mails, resolving incidents, filling out forms, writing reports, etc., are just some of the tasks they carry out as part of their work and, in order to create a good image for both the professional and the company, it is essential that these documents are written properly and free of spelling mistakes.

To help professionals improve their English writing skills, TECH has designed this Postgraduate Certificate which, through basic concepts, aims to show the keys for students to acquire the knowledge they need in order to consolidate the basics of writing. In this way, they will be able to perform different tasks, such as attending to customers or requesting written quotations.

For this purpose, the program offers the best teaching material and content on the market, as well as the added value of being taught by experienced native teachers. People who will guide them throughout the program and teach them the linguistic resources they will be able to use on each occasion.

A 100% online program that will be fundamental for the professional growth of the students and a program that they will be able to self-manage as they wish. This way, they can choose their study schedule, the topics to cover each day, and the location from which to learn. Thanks to these benefits, students will be able to perfectly combine their studies with the rest of their daily obligations, whether personal or professional.

This **Postgraduate Certificate in English Writing Techniques** contains the most complete and up-to-date program on the market. Its most notable features are:

- ♦ Practical case studies, presented by English teachers
- ♦ The graphic, schematic, and practical contents provide students with scientific and practical information on the disciplines that are essential for professional practice
- ♦ Practical exercises where the self-assessment process can be carried out to improve learning
- ♦ Special emphasis on innovative methodologies for teaching languages
- ♦ Theoretical lessons, questions to the expert, debate forums on controversial topics, and individual reflection assignments
- ♦ Content that is accessible from any fixed or portable device with an Internet connection



*Improve your English in a short time, and learn how to write clear and simple texts"*



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*Writing without spelling mistakes will give more credibility to your texts. Don't think twice, come and improve your English level at TECH"*

The teaching staff includes native English teachers and renowned specialists from leading societies and prestigious universities, who contribute their experience to this training program.

The multimedia content, developed with the latest educational technology, will provide the professional with situated and contextual learning, i.e., a simulated environment that will provide an immersive training experience designed to train , for real-life situations.

This program is designed around Problem-Based Learning, whereby the student must try to solve the different professional practice situations , that arise during the program. For this purpose, the student will be assisted by an innovative interactive video system created by renowned and experienced experts.

*A 100% online program, which will help you improve your written communication skills.*

*Learning to write in English will open the door to a future career full of possibilities.*



# 02 Objectives

This Postgraduate Certificate has been designed with the primary objective of providing students with the tools they need to improve their writing skills in English. This way, students will learn different techniques and linguistic resources, which they will be able to apply when writing work reports and will be able to improve their reading comprehension and writing skills, thereby achieving effective communication with their co-workers, as well as with clients, suppliers or partners.





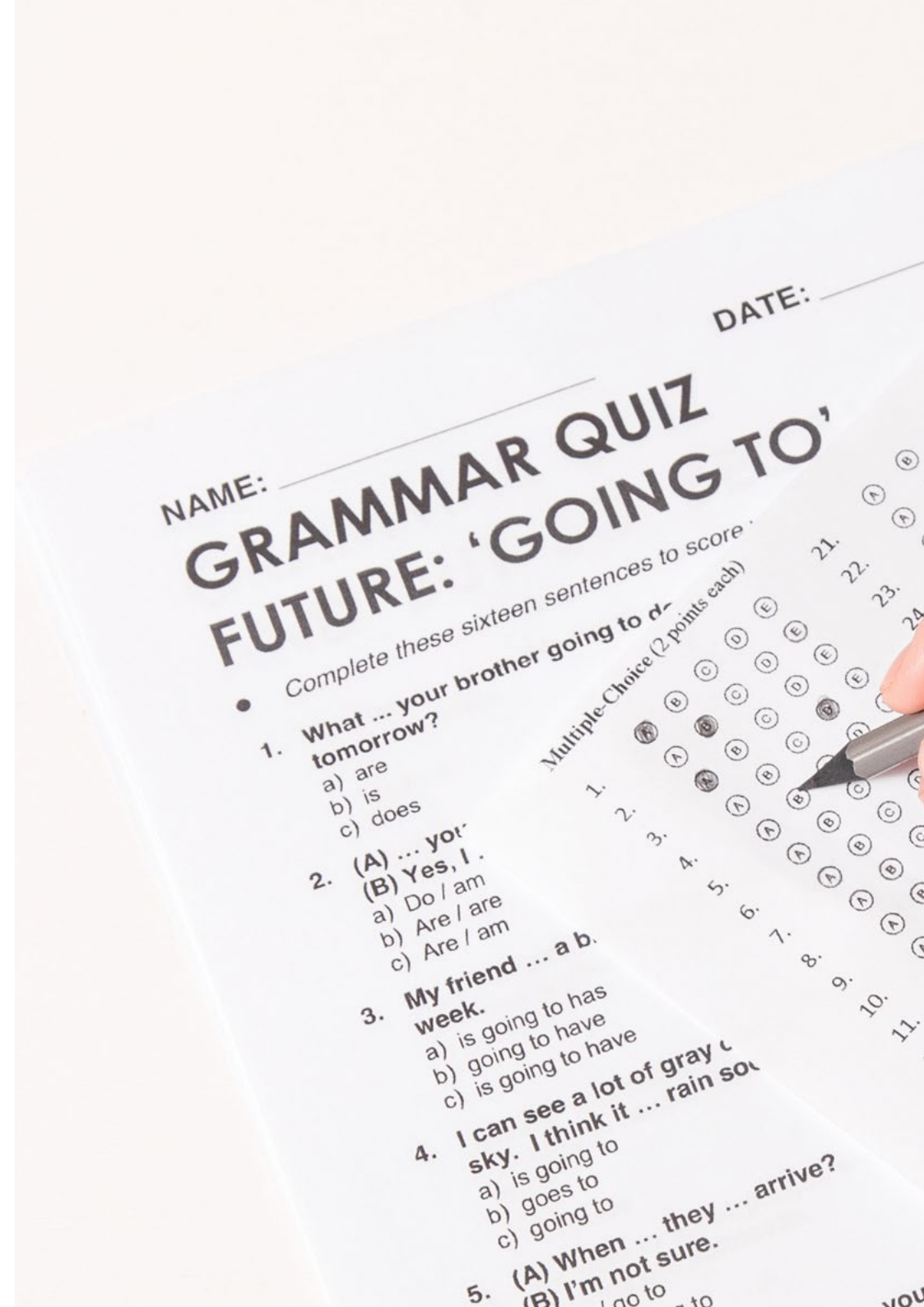
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*Improve your writing skills in English, and be able to complete documents and prepare reports that are essential for your job"*



## General Objectives

- ♦ Solve basic and simple communicative tasks, in order to perform duties, both in a work environment and in everyday situations
- ♦ Interact and express yourself in these situations, in an independent and adequate manner, in a standard register in written and oral communication
- ♦ Define the most relevant social aspects of everyday life situations, and recognize the most common forms of social relationships
- ♦ Use the linguistic resources necessary to get by in workplace communication situations
- ♦ Develop resources and tools that enable students to assess and improve their own learning, and use of the language
- ♦ Be able to understand the main points of clear, standard-language texts on familiar matters, whether in work, study or leisure situations
- ♦ Know how to cope in most of the situations that may arise in the workplace, where English is used as the lingua franca
- ♦ Be able to produce simple and coherent texts on topics that they are familiar with in the work or in which they have a personal interest
- ♦ Be able to describe work experiences, events, wishes and aspirations, as well as briefly justify their opinions or explain their work plans





## Specific Objectives

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- ♦ Be able to create several types of formal texts, useful in a work context
- ♦ Recognize and use structures specific to different types of texts
- ♦ Adapting written discourse to simple formal contexts
- ♦ Be able to initiate, develop and conclude a written contact with a client
- ♦ Know how to use a thematic vocabulary to convey clear ideas in a formal style
- ♦ Know how to use common expressions to answer complaints and claims.



*Learn how to produce  
simple texts on key  
issues for your day-to-day  
professional life"*



# 03

## Structure and Content

The syllabus of this TECH Postgraduate Certificate has been designed to show students the main English Writing Techniques, in such a way that they acquire a higher level of proficiency, which will allow them to manage with ease in their professional environment. Therefore, the syllabus teaches students how to write e-mails, request estimates, make appointments, make claims and complaints, and draft reports. All this, in simple and clear language that favors understanding between the sender and the receiver of the message.





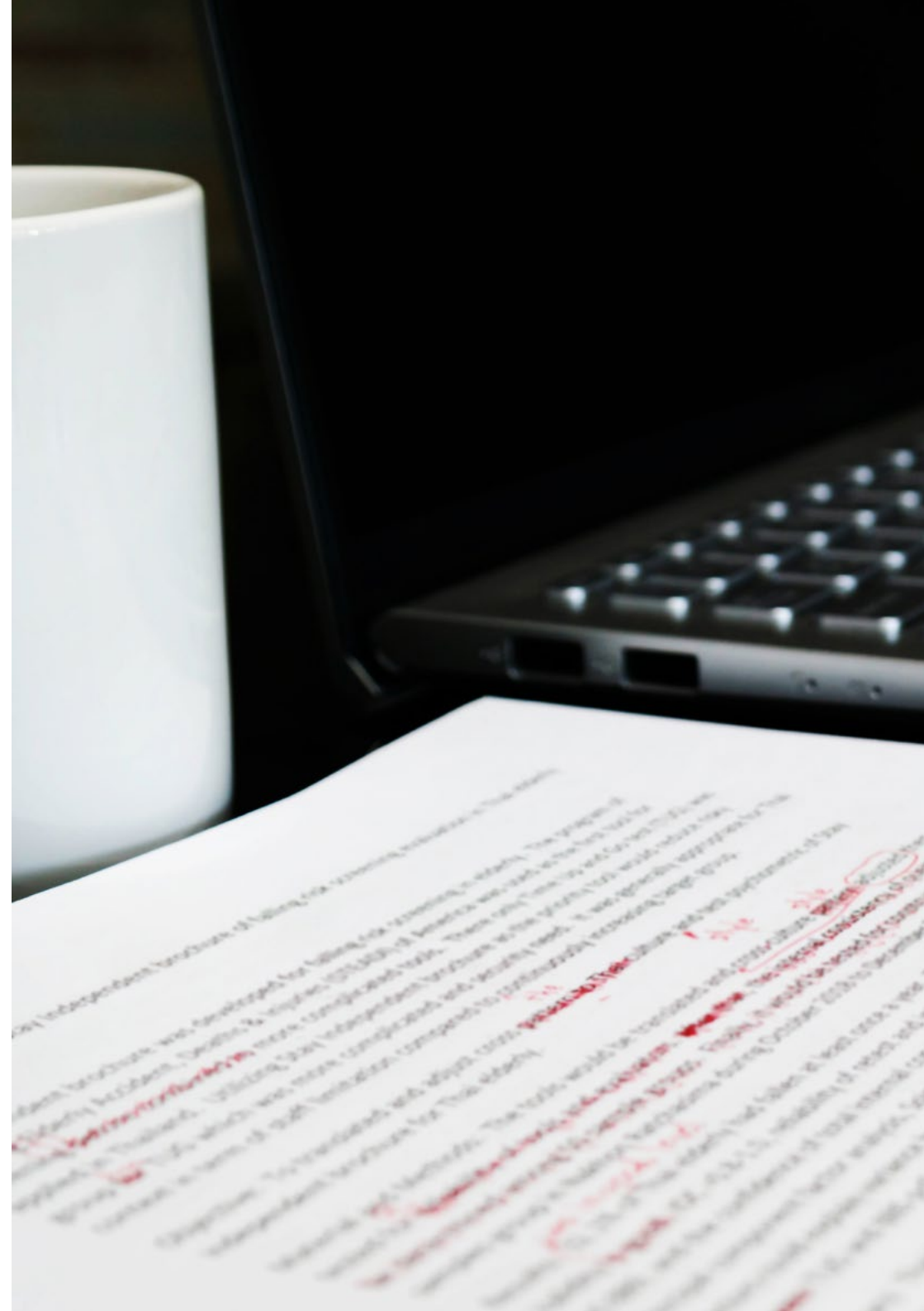


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*A high-quality academic  
course on the main English  
Writing Techniques"*

## Module 1. Writing Techniques in Formal Language

- 1.1. Simple Formal Mails
- 1.2. General information on Requests for Quotations
- 1.3. Drafting Simple Quotations
- 1.4. Make, Change and cancel Appointments by Mail or by Phone
- 1.5. Drafting Simple Descriptions of a Product or Service
- 1.6. Sending Product or Service Information
- 1.7. Written Delivery or Return Paperwork
- 1.8. Simple Drafting of Letters of Complaint and Formal Complaints
- 1.9. Responses to Formal Complaints
- 1.10. General Information on the Drafting of Reports



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*A world-class program  
that will be instrumental in  
improving your English skills"*

# 04

# Methodology

This training program offers a different way of learning. Our methodology uses a cyclical learning approach: **Relearning**.

This teaching system is used, for example, in the most prestigious medical schools in the world, and major publications such as the **New England Journal of Medicine** have considered it to be one of the most effective.







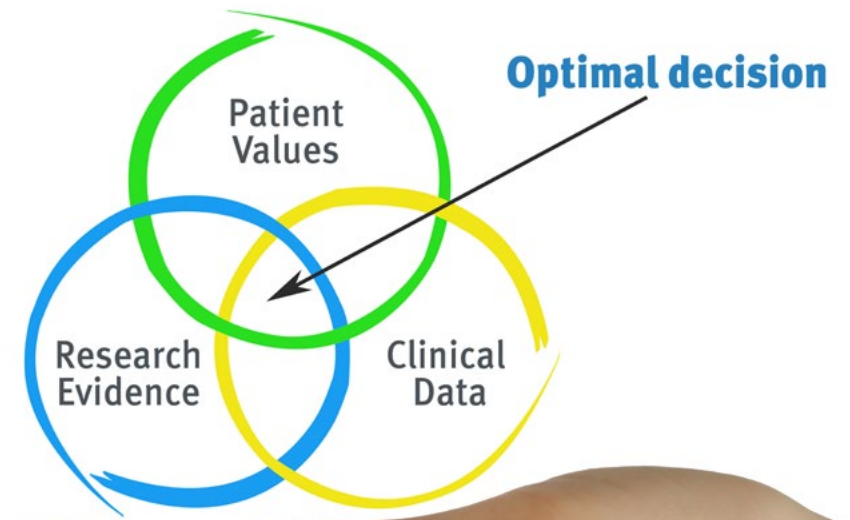
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*Discover Relearning, a system that abandons conventional linear learning, to take you through cyclical teaching systems: a way of learning that has proven to be extremely effective, especially in subjects that require memorization"*

### At TECH Education School we use the Case Method

In a given situation, what should a professional do? Throughout the program students will be presented with multiple simulated cases based on real situations, where they will have to investigate, establish hypotheses and, finally, resolve the situation. There is an abundance of scientific evidence on the effectiveness of the method.

*With TECH, educators can experience a learning methodology that is shaking the foundations of traditional universities around the world.*



*It is a technique that develops critical skills and prepares educators to make decisions, defend their arguments, and contrast opinions.*

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*Did you know that this method was developed in 1912, at Harvard, for law students? The case method consisted of presenting students with real-life, complex situations for them to make decisions and justify their decisions on how to solve them. In 1924, Harvard adopted it as a standard teaching method”*

**The effectiveness of the method is justified by four fundamental achievements:**

1. Educators who follow this method not only grasp concepts, but also develop their mental capacity, by evaluating real situations and applying their knowledge.
2. The learning process is solidly focused on practical skills that allow educators to better integrate the knowledge into daily practice.
3. Ideas and concepts are understood more efficiently, given that the example situations are based on real-life teaching.
4. Students like to feel that the effort they put into their studies is worthwhile. This then translates into a greater interest in learning and more time dedicated to working on the course.



## Relearning Methodology

At TECH we enhance the case method with the best 100% online teaching methodology available: Relearning.

Our University is the first in the world to combine case studies with a 100% online learning system based on repetition, combining a minimum of 8 different elements in each lesson, which represent a real revolution with respect to simply studying and analyzing cases.

*Educators will learn through real cases and by solving complex situations in simulated learning environments. These simulations are developed using state-of-the-art software to facilitate immersive learning.*





At the forefront of world teaching, the Relearning method has managed to improve the overall satisfaction levels of professionals who complete their studies, with respect to the quality indicators of the best online university (Columbia University).

With this methodology we have trained more than 85,000 educators with unprecedented success in all specialties. All this in a highly demanding environment, where the students have a strong socio-economic profile and an average age of 43.5 years.

*Relearning will allow you to learn with less effort  
and better performance, involving you more in  
your specialization, developing a critical mindset,  
defending arguments, and contrasting opinions:  
a direct equation to success.*

In our program, learning is not a linear process, but rather a spiral (learn, unlearn, forget, and re-learn). Therefore, we combine each of these elements concentrically.

The overall score obtained by our learning system is 8.01, according to the highest international standards.



This program offers the best educational material, prepared with professionals in mind:



#### Study Material

All teaching material is produced by the specialist educators who teach the course, specifically for the course, so that the teaching content is really specific and precise.

These contents are then applied to the audiovisual format, to create the TECH online working method. All this, with the latest techniques that offer high quality pieces in each and every one of the materials that are made available to the student.



#### Educational Techniques and Procedures on Video

TECH introduces students to the latest techniques, with the latest educational advances, and to the forefront of Education. All this, first-hand, with the maximum rigor, explained and detailed for your assimilation and understanding. And best of all, you can watch them as many times as you want.



#### Interactive Summaries

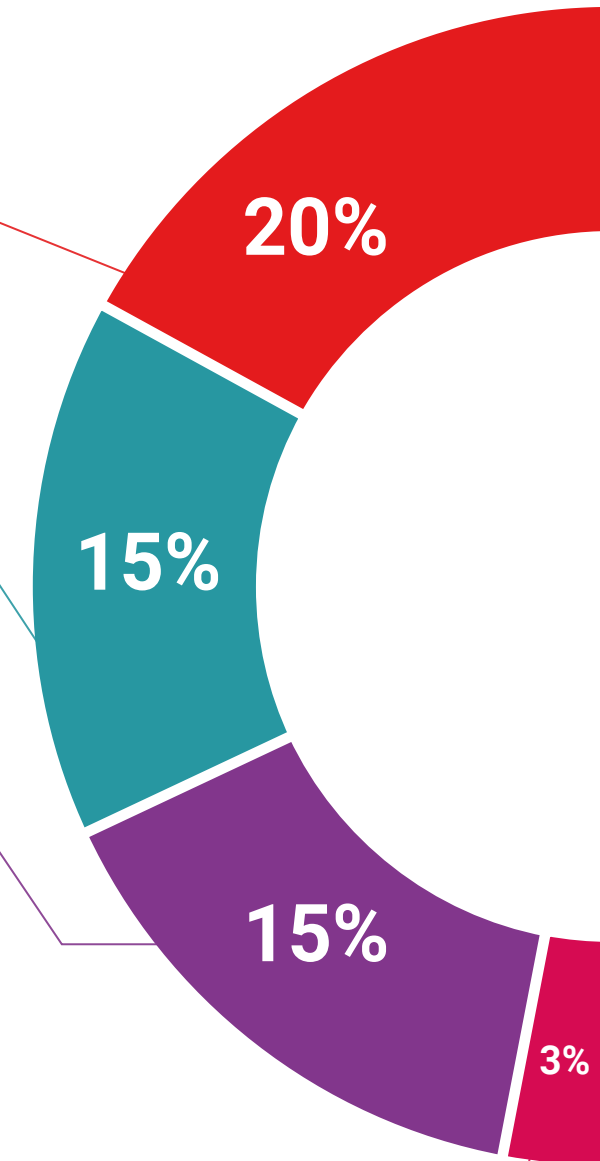
The TECH team presents the contents attractively and dynamically in multimedia lessons that include audio, videos, images, diagrams, and concept maps in order to reinforce knowledge.

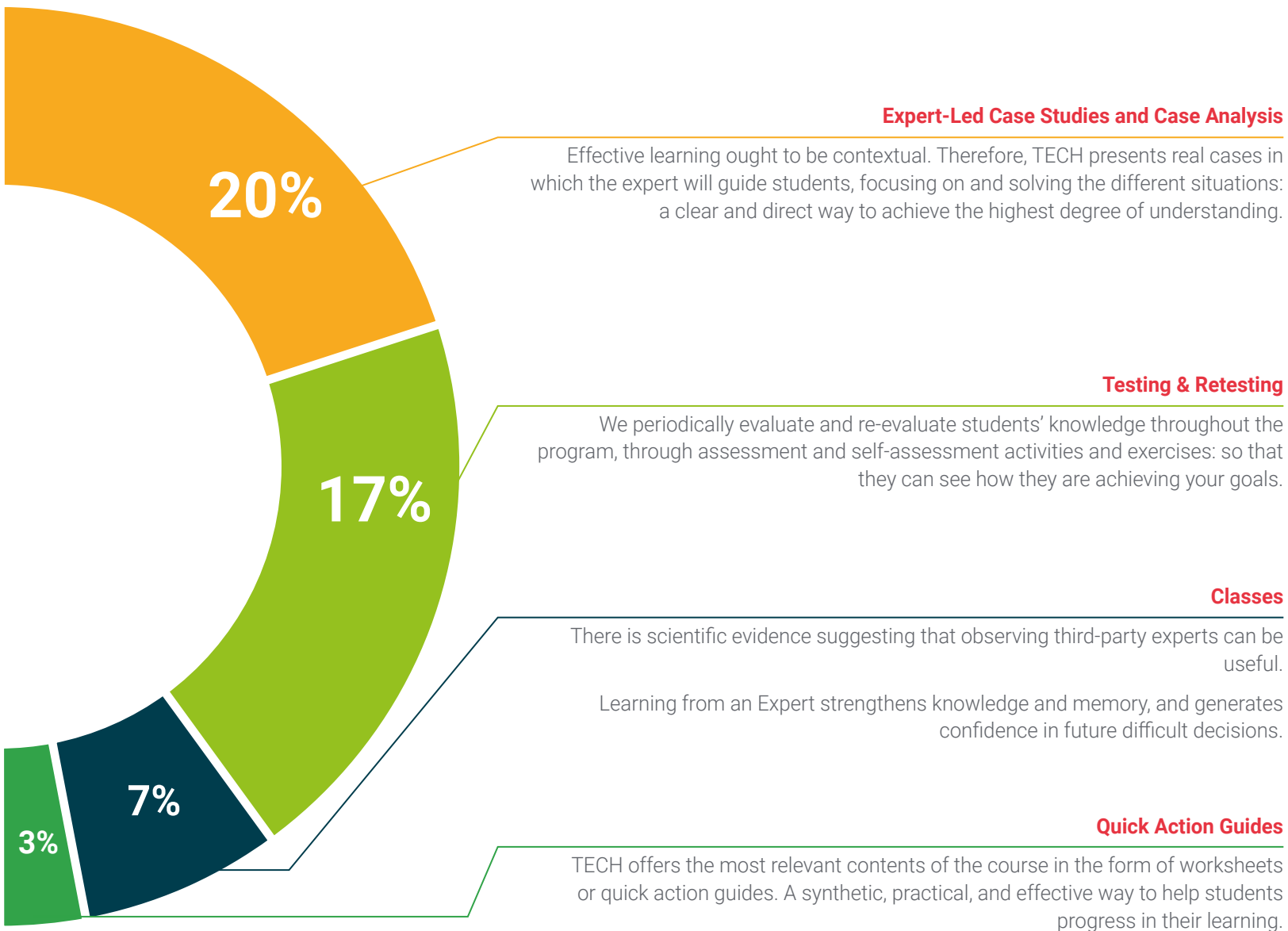
This exclusive multimedia content presentation training Exclusive system was awarded by Microsoft as a "European Success Story".



#### Additional Reading

Recent articles, consensus documents and international guidelines, among others. In TECH's virtual library, students will have access to everything they need to complete their course.







# 06 Certificate

The Postgraduate Certificate in English Writing Techniques guarantees students, in addition to the most rigorous and up-to-date education, access to a Postgraduate Certificate issued by TECH Global University.





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*Successfully complete this program and receive your university qualification without having to travel or fill out laborious paperwork”*

This private qualification will allow you to obtain a **Postgraduate Certificate in English Writing Techniques** endorsed by **TECH Global University**, the world's largest online university.

**TECH Global University** is an official European University publicly recognized by the Government of Andorra ([official bulletin](#)). Andorra is part of the European Higher Education Area (EHEA) since 2003. The EHEA is an initiative promoted by the European Union that aims to organize the international training framework and harmonize the higher education systems of the member countries of this space. The project promotes common values, the implementation of collaborative tools and strengthening its quality assurance mechanisms to enhance collaboration and mobility among students, researchers and academics.

This **TECH Global University** private qualification is a European program of continuing education and professional updating that guarantees the acquisition of competencies in its area of knowledge, providing a high curricular value to the student who completes the program.

Title: **Postgraduate Certificate in English Writing Techniques**

Modality: **online**

Duration: **6 weeks**

Accreditation: **6 ECTS**



future

health confidence people

education information tutors

guarantee accreditation teaching

institutions technology learning

community commitment

personalized service innovation

knowledge present quality

online training

development languages

virtual classroom

**tech** global  
university

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