



Sharif University of Technology
Languages and Linguistics Center
Minor Program
First Semester, 2016-2017



Course: *Letter Writing*

Number of Credits: *2 Credits*

Instructor: *Saeed Rezaei*

Location: *Ebn-e Sina Building, Languages and Linguistics Center*

Office Hours: *Mondays (by appointment, please)*

Contact: *E-mail:* srezaei@sharif.edu *Home Page:* sharif.edu/~srezaei

Phone: +982166164735 *Fax:* +982166029166

1. Course Description

This course is developed for science and engineering students minoring in English at Sharif University of Technology. Students who are taking this course are supposed to have already passed “Reading Comprehension”.

2. Course Objectives

The main aim of this course is to familiarize students with the essential components of letter and e-mail writing. Students are encouraged to write in a more positive, stimulating, and interesting way. Accordingly, students will be familiarized with both paper and e-mail etiquettes. Different types of letters –request, apology, etc.– for academic communications are introduced and practiced in class.

3. Scoring Criteria

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|-----------------------------------|----------|
| a) Active Classroom Participation | 2 points |
| b) Assignments | 4 Points |
| c) Mid-term Exam | 6 Points |
| d) Final Exam | 8 points |

4. Required Texts and Articles

- Taylor, S. (2004). *Model business letters, e-mails and other business documents* (7th ed.). New York: Pearson Education.
- Hewings, M. (2013). *Advanced grammar in use*. Cambridge: Cambridge University Press.

5. Course Schedule

	READINGS
1	Taylor (2014), Ch. 1 Hewings (2013), pp. 1-11
2	Taylor (2014), Ch. 2 Hewings (2013), pp. 12-29
3	Taylor (2014), Ch. 3 Hewings (2013), pp. 30-41
4	Taylor (2014), Ch. 4 Hewings (2013), pp. 42-55
5	Taylor (2014), Ch. 5 Hewings (2013), pp. 56-64
6	Taylor (2014), Ch. 6 Hewings (2013), pp. 67-79
7	Taylor (2014), Ch. 7 Hewings (2013), pp. 80-105
8	Taylor (2014), Ch. 8 Hewings (2013), pp. 106-119
9	Taylor (2014), Ch. 9 Hewings (2013), pp. 120-131
10	Midterm Exam
11	Taylor (2014), Ch. 17 Hewings (2013), pp. 132-157
12	Taylor (2014), Ch. 18 Hewings (2013), pp. 158-175
13	Taylor (2014), Ch. 19 Hewings (2013), pp. 176-189
14	Taylor (2014), Ch. 21 Hewings (2013), pp. 190-201

E-mail Policy

Students are expected to have academic e-mails and **check their e-mails** each session before the class starts in case handouts are sent to them or specific instructions are given for the class.

Office Hours and Appointment Policy

I will be available during my office hours pasted on my office door. If you have some schedule conflict and cannot meet me during my schedule time, you can e-mail me to arrange an appointment at a mutually convenient alternate time. Please contact me at least two days before the appointment time.

