



Course Category	English			
Course Title	English Business Writing 1			
Course Code	BEW1			
Medium of Instruction	English			
Duration	30.0 hour(s)			
Pre-requisites	A pass in the admission test			
Course Fee	Macao Resident: MOP1,850 Non-Macao Resident: MOP1,850			
Certificate	Students who have obtained an overall passing grade of the course and met the attendance requirement will be issued a course certificate by UTM. The passing grade of the course is 50.			
Admission Exam Info.	11th August 2023, 1900-2030			
	Course Code	Sub Code	Course Start Date	Course End Date
	BEW1	2301	2023/08/28	2023/09/27
Objective	Upon completion of the course, students are expected to write common business documents tactfully and confidently. In addition, this course helps them improve their grammar and fluency in writing. They learn not only the correct structures of letters, emails, memos and lists, but also the appropriate tone and style for enquiries, replies to enquiries, job applications, references, etc.			
Outline	<ul style="list-style-type: none">• Basics of Business Writing• Letters• Emails• Memos• Structured Notes and Lists• Different types of Correspondence: Enquiries, Replies to Enquiries, Job Applications, etc			
Teacher	Please refer to the schedule			