



Course Category	English			
Course Title	English Business Writing 2			
Course Code	BEW2			
Medium of Instruction	English			
Duration	30.0 hour(s)			
Pre-requisites	A pass in the admission test or a completion of “Business English Writing 1”			
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.	6th December 2023, 1900-2030			
	Course Code	Sub Code	Course Start Date	Course End Date
	BEW2	2401	2024/01/04	2024/02/06
Objective	Upon completion of the course, students will be able to inform and persuade people in writing. They learn the correct structures and proper tones for writing instructions, notices, sales leaflets, articles and proposals. In addition, this course helps them consolidate their English grammar and improve fluency in writing.			
Outline	<ul style="list-style-type: none"><li>• Instructions</li><li>• Notices</li><li>• Sales Leaflets and Letters</li><li>• Articles</li><li>• Proposals</li></ul>			
Teacher	Please refer to the schedule			