



## WRITING A2

### OBJETIVOS

Adquirir el vocabulario necesario que te permitirá redactar cartas, correos electrónicos, agendas, informes, y realizar pedidos.

### CONTENIDOS

#### MODULE I: WRITING LETTERS

1. Formal and informal letters
2. Present simple
3. Phrasal verbs

#### MODULE II: WRITING E-MAILS

1. Writing emails
2. Present continuous

#### MODULE III: AGENDAS

1. Formal and informal agendas
2. Past simple

#### MODULE IV

1. Writing a report
2. Present perfect simple

#### MODULE V: APPOINTMENTS, ORDERING GOODS

1. Dealing with appointments
2. Ordering goods
3. Future - will

## WRITING B1

### OBJETIVOS

Adquirirás los elementos del lenguaje que le permitirán desarrollar algunos de los tipos de formato de expresión escrita, entre ellos las cartas formales e informales, los e-mails formales e informales, los ensayos, y las invitaciones, además de los conectores del discurso que permiten darles forma y sentido completo a los textos.

### CONTENIDOS

#### MODULE I: FORMAL AND INFORMAL LETTERS

1. Formal and informal letters
2. Linkers and connectors
3. Present simple vs present continuous

#### MODULE II: WRITING E-MAILS

1. E-mails
2. Past simple vs past continuous



### **MODULE III: AGENDAS**

1. Formal and informal agendas
2. Present perfect tenses
3. Phrasal verbs

### **MODULE IV: APPOINTMENTS. ORDERING GOODS**

1. Dealing with appointments
2. Ordering goods
3. Past simple vs present perfect simple
4. Phrasal verbs

### **MODULE V: HOW TO WRITE A MEMO**

1. How to write a memo
2. Future tenses: will vs going to
3. British english vs. American english

## **WRITING B1**

### **OBJETIVOS**

Acquire the necessary vocabulary that will allow you to write an argument essay, a comparative essay, a report, a research article, and business invoices.

### **CONTENIDOS**

#### **MODULE I: WRITING AN ARGUMENT ESSAY**

1. Writing an argument essay
2. Linkers and connectors
3. Verb tenses review

#### **MODULE II: WRITING A COMPARISON ESSAY**

1. Weiting a comparison essay
2. Make vs do
3. Empathic "do"
4. Avoiding the use of very

#### **MODULE III: WRITING A REPORT**

1. Writing a report
2. Impersonal pronouns
3. Phrasal verbs

#### **MODULE IV: WRITING A RESEACH ARTICLE**

1. Writing a research article
2. Modal verbs: certainty and possibility
3. Infinitives and gerunds
4. Phrasal verbs

#### **MODULE V: BUSINESS INVOICES**

1. Invoice and payments terms
2. Modal verbs: obligation and prohibition
3. Have something done



## WRITING C1

### OBJETIVOS

Acquire the language elements necessary to write formal and informal e-mails, to place orders, to make payment claims, to write formal and informal letters, and to write memorandums, appointments and reports.

### CONTENIDOS

#### MODULE I: WRITING A COMPARISON ESSAY

1. Writing a comparison essay
2. Passive voice

#### MODULE II: WRITING A REPORT

1. Writing a report
2. Reported speech
3. British english vs. American english

#### MODULE III : HOW TO WRITE A MEMO

1. How to write a memo
2. Adjectives
3. Comparison of adjectives
4. Avoiding the use of very
5. Verb tenses review

#### MODULE IV : WRITING AN ARGUMENT ESSAY

1. Writing an argument essay
2. Modal verbs: certainty and possibility
3. Infinitives and gerunds
4. Phrasal verbs

#### MODULE V: WRITING A RESEARCH ARTICLE

1. Writing a research article
2. Modals: obligation and prohibition
3. Have something done

## WRITING C2

### OBJETIVOS

Acquire the language elements necessary to write business invoices, research articles, formal and informal letters, e-mails, and comparative essays.

### CONTENIDOS

#### MODULE I: BUSINESS INVOICES

1. Invoicing and payment terms
2. Concession clauses
3. Linkers and connectors



## **MODULE II: WRITING A RESEACH ARTICLE**

1. Writing a research article
2. Inversion after negative adverbs
3. Cleft sentences
4. Ellipsis
5. Avoiding the use of very
6. British english vs American english

## **MODULE III: FORMAL AND INFORMAL LETTERS**

1. Formal and informal letters
2. Other adverbial linking expressions
3. Linking sentences and clauses
4. Pronouns: Both, neither & either
5. Phrasal verbs

## **MODULE IV : WRITING EMAILS**

1. E-mails
2. Words after infinitive
3. Adjective patterns
4. Gradable/ non-gradable adjectives
5. British english vs. American english

## **MODULE V: WRITING A COMPARISON ESSAY**

1. Writing a comparison essay
2. Dependent prepositions
3. Common collocations