

# BASIC ENGLISH WRITING WORKSHOP

5 WEEK INTRODUCTORY WORKSHOP



## INSTRUCTOR INFORMATION

### INSTRUCTOR

Emily Gleeson (E.S. Karl)

### EMAIL

admin@livingliterate.com

### OFFICE LOCATION & HOURS

Australia, 9:00-5:00, 7 Days

## GENERAL INFORMATION

### DESCRIPTION

This workshop is designed to help you get comfortable using the English language and its nuances. Whether you're a native speaker or English as a Second Language Speaker, we're here to guide you through the basics of writing in fictional, professional, and academic settings.

### EXPECTATIONS AND GOALS

You can expect to come away with a solid understanding of punctuation and its uses, English language grammar, and a writing confidence to set you up for success. Each participant will use an idea or topic of interest to craft a short story, an informative article, and an academic essay.

## COURSE MATERIALS

### REQUIRED MATERIALS

All specialist materials are included in this workshop. To complete this workshop, you will require:

- Access to the internet and a device suitable for Facebook and the Canvas Learning Management System (computer, laptop, tablet, or phone—Microsoft, iOS, and Android supported)
- Something to write with (pen, pencil, crayon—take your pick), and something to write on (paper, notepad, device—up to you).

### OPTIONAL MATERIALS

To make things easier for you, we suggest that you equip yourself with a range of colours to use (pens, pencils, or digital media are fine), a highlighter, some blank unlined paper, and a notebook (a child's botany book or science book has both lined and unlined pages, and would be an ideal journal for this workshop). You can complete the workshop without these materials if necessary.

### REQUIRED TEXT

There are no required texts for this workshop.

## COURSE SCHEDULE

WEEK	TOPIC	READING	EXERCISES
Week 1	Basic Grammatical Skills	Required Reading will be provided.	<ul style="list-style-type: none"><li>• Punctuation and definitions exercise.</li><li>• Punctuation and options exercise.</li><li>• Utilizing English Grammar Short Written piece.</li></ul>
Week 2	Comfort and Engagement	Required Reading will be provided.	<ul style="list-style-type: none"><li>• Relaxing your language exercises</li><li>• How to engage your audience quiz</li></ul>
Week 3	Finding your Voice	Required Reading will be provided.	<ul style="list-style-type: none"><li>• Author Voice Exercises</li><li>• Voice changes for various projects quiz</li></ul>
Week 4	Essay, Article, and Short Story Writing	Required Reading will be provided.	<ul style="list-style-type: none"><li>• Essay Outline Development</li><li>• Article Outline Development</li><li>• Short Story Outline Development</li></ul>
Week 5	Proof Reading Your Work	Required Reading will be provided.	<ul style="list-style-type: none"><li>• Proof Reading Quiz</li><li>• Proof Reading all three pieces.</li></ul>

## ASSIGNMENT SCHEDULE

### SUBJECT

July 29	Topic and Idea for Pieces
August 5	A relaxed description of your idea
August 12	Re-written description of your idea to showcase your voice
August 19	Outlines for all three pieces on your topic
August 26	Final draft of your three written pieces.

*The Assignment Schedule is a guide only and is designed to keep you on track to finish your piece in five weeks.*

## OUTCOMES

### WRITING OUTCOMES

By completing this workshop, it is expected that you will be able to develop, outline, and plan a short story, informative article, and academic essay. You will also be able to make appropriate punctuation and grammar choices for your work, and use a voice that is both distinctly you, and suitable for the writing medium.

## TOPICS COVERED

BELOW IS A BRIEF OUTLINE OF THE TOPICS WE'LL BE COVERING DURING THIS WORKSHOP.

<b>Week 1:</b>	<ul style="list-style-type: none"><li>• Punctuation Marks and Their Uses</li><li>• Basic English Grammar Concepts</li><li>• Tense</li><li>• Point of View</li></ul>
<b>Week 2:</b>	<ul style="list-style-type: none"><li>• Tips to Engage the Reader</li><li>• Making Your Work Inviting</li><li>• Titles and Their Importance</li><li>• Relaxing Your Language</li></ul>
<b>Week 3:</b>	<ul style="list-style-type: none"><li>• Author Voice</li><li>• Which Voice is Appropriate?</li><li>• Academic Voice</li><li>• Professional Voice</li></ul>
<b>Week 4:</b>	<ul style="list-style-type: none"><li>• Essay Outlining</li><li>• Short Story and Character Outlining</li><li>• Article Building</li><li>• Research Techniques</li><li>• Putting Your Writing into the Right Format</li></ul>
<b>Week 5:</b>	<ul style="list-style-type: none"><li>• What is Proofreading?</li><li>• Revisiting Punctuation and Grammar</li><li>• Proofreading Your Pieces</li><li>• Finalizing Your Pieces</li></ul>