



The Lantern English Co.
The Advanced Writer

Professional Writing – Syllabus

Course Description: Strong writing skills are not only important for academic essays. In fact, writing is frequently used in professional settings, and high school students with a solid grasp of the most common forms of professional writing are more likely to be successful in whatever future educational or career path they choose. In this class, students will learn how to create and write the following: letters and emails, an observation report, an interview with response, a survey with response, an application essay, a scholarship essay, a cover letter, and a resume.

Course Outline:

Week One: Professional Writing Basics

Week Two: Writing Letters & Emails

Week Three: The Observation Report

Week Four: The Interview

Week Five: The Survey

Week Six: The College Application Essay

Week Seven: The Scholarship Essay

Week Eight: The Cover Letter & Resume

Grading Information: All assignments will be graded using *The Advanced Writer* Grading Rubric and averaged to receive a final course grade.