



The Lantern English Co.
The Advanced Writer

Professional Writing

Course Description: Writing is frequently used in professional settings, and high school students should have a solid grasp of the most common forms of professional writing. 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

- A. Tone
- B. Writing Voice
- C. Formatting & Style

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 assignment grades for this course will be averaged to receive a final course grade. Please review *The Advanced Writer* grading rubric for more information about how assignments will be graded.