



### **What will I achieve?**

#### **By the end of the course I will be able to:**

1. Choose an appropriate writing style, including choice of vocabulary, formality, layout and length, to achieve a specific purpose (e.g. instruct, persuade, entertain, inform) and/or for a given audience.
2. Select the appropriate level of detail required for a range of writing purposes, e.g. note making, summary of a document, formal letter.
3. Present information in a logical or persuasive sequence, using paragraphs where appropriate.
4. Use a full range of punctuation to ensure clarity of meaning.
5. Write simple, compound and complex sentences accurately, with consistent use of tense, appropriate choices of pronouns and subject-verb agreement.

### **What teaching methods will be used and will there be work outside of the class?**

- The WEA's digital learning platform, Canvas will be used to provide resources or to support lessons, enable assessment, provide learner feedback and for other activities for individuals away from the course. If you want to understand more about our digital learning platform please visit: <http://bit.ly/WEAonline>
- The WEA tutor will use a range of different teaching and learning methods and encourage you and the group to be actively involved in your learning
- • You will work together with other students and the tutor, as well as working on your own.
- Your tutor will give you homework
- The tutor will give you lots of practice to prepare for your exam.

### **What kind of feedback can I expect from the tutor?**

- You will be able to keep a record of your progress and achievement using photos, audio, text or documents uploaded into the WEA's digital learning platform, WEA Canvas.
- Your tutor will provide written, text and audio feedback recorded in WEA Canvas, WEA's digital learning platform.
- • Your tutor will help you to set targets for your learning.
- Your tutor will give you regular friendly feedback about your progress.
- The tutor will give you lots of practice and support to prepare for your exam.

### **What else do I need to know? Is there anything I need to bring?**

- What you need: You will need an internet connection, speakers, a microphone and a webcam so that you can use our video learning platform, Zoom. If you'd like to understand more Zoom please visit: <http://bit.ly/ZoomSpec>
  - You will need a personal email address to join the WEA's digital learning platform, Canvas so that you can receive resources, record your progress and achievement and to work with others and share ideas. If you want to understand more about our digital learning platform please visit: <http://bit.ly/WEAonline>
  - Official document(s) showing your name, address, date of birth
- Certificates for English / English for Speakers of Other Languages (ESOL) qualifications you have.

### **Pre-course work, reading and information sources**

- You will have access to course resources and links to wider learning through the WEA's digital learning platform, Canvas: <http://bit.ly/WEAonline>
- It is useful if you are already writing in English for a range of different purposes

### **Possible next steps after this course (including career opportunities if appropriate)**

- Progress to another WEA course
- Progress to a course with another provider
- Become involved with the WEA in a range of voluntary work and other activities including campaigning as a WEA member
- Become involved as a volunteer for a WEA partner or another organisation
- • Your tutor will help you to set targets for your learning.
- Your tutor will give you regular friendly feedback about your progress.
- The tutor will give you lots of practice and support to prepare for your exam.

### **Learning with the WEA**

WEA courses increasingly make use of the rich variety of educational tools and material available on the internet and from digital devices. The WEA's digital learning platform, Canvas will play an increasing role in all WEA courses to provide resources or support, or to conduct lessons, enable assessment, provide learner feedback and for other activities for individuals away from the course. It is helpful, although not essential if you have access to a computer or smartphone to support your course.

You can read about your entitlements and responsibilities as a WEA student in our leaflet, Student Handbook here <http://www.wea.org.uk/learn-wea/student-support> This includes information on fees, learning support and financial support. As part of your course you accept our Learning Agreement and Privacy Notice. Full details of the Learning Agreement and privacy notice can be found on our website at <http://www.wea.org.uk/policies>. This applies to all courses you take in this academic year.

You can enrol online for most courses <http://www.wea.org.uk/learn-wea/course-search> or contact: WEA Support Services, Suite 10B Joseph's Well, Hanover Way, Leeds, West Yorkshire, LS3 1AB Tel: 0300 303 3464 Email: [courseenquiries@wea.org.uk](mailto:courseenquiries@wea.org.uk)



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