HOW THE COURSE ASSIGNMENTS WORK

In the course Confident Business Writing for non-native speakers

Students need to complete a final assignment at the end of every Chapter (named "SKILL" in the course).

Chapter in the course	Focus	Final assignment
SKILL 1 & 2	• Learning to THINK in the English language. • 15+ tools and resources to self-correct writing & thinking patterns	Students need to produce min **25 texts** in the English language using the new tools (instructions are given in the course) Feedback is given in real time in the online community, right after students submit their texts.
SKILL 3	• Creative Writing • Communicating emotions & attitude in written and spoken language	Students submit an essay (one-page max). Feedback is given in the written form within 2 weeks after submission.
EACH CHAPTER	• Personalized communication with each student. • Speaking skills (spontaneous replies in English, free flow speaking exercises)	Students need to respond to the instructor's questions with **a video/audio message.** The length of each audio/video message is 3-5 min.
SKILL 4	• Business emails • Sales presentations • Reports • Sales offers • Product Descriptions • Cold emails • Business proposals	Students need to submit **2 cold emails** to potential clients/partners/employers. Feedback is given in the written form in real time in the online community.

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SKILL 5	Resume in English	Students submit: **1. A master resume/CV** **2. A video resume** **3. A link to their LinkedIn profile** **4. A Cover Letter**
SKILL 6	• Blogging in English • Storytelling • Corporate and personal stories • Creating empathetic marketing messages	• Students write **a blog entry/a LinkedIn article** and submit a link to their publication. • Feedback is given in the written form within 2 weeks after submission.
SKILL 7	• Connecting ideas • Logical reasoning • Persuasion skills	• Students **edit & improve a piece of their previous work**, this time applying the new skills and resources. • They submit a text and an audio message. • Feedback is given within 2 weeks after submission (text +audio).

Chapter in the course	Focus	Final assignment
SKILL 8	Exercises to improve reading skills	Students submit **10 audio messages** to demonstrate their reading skills (instructions are provided in the course) Feedback is given within 2 weeks in the form of an audio message after all 10 audio files have been received.
SKILL 8	Exercises to improve listening skills	Students submit **3 video/audio messages** to demonstrate the "karaoke" exercise (instructions are provided in the course) Feedback is given as a video/audio message within 2 weeks after submission.
SKILL 8	Exercises to improve speaking skills	Students complete 3 free flow speaking exercises and **submit 3 video/audio messages** to demonstrate their work. Feedback is given as a video/audio message within 2 weeks after submission.

Chapter in the course	Focus	Final assignment
SKILL 9	Creating an independent learning plan for each student. Students may continue working according to plan for an unlimited amount of time (access to the course materials is no longer required).	Students **share their learning plan** and get help & feedback from the trainer.

*All students get **lifetime access to the online community** where they can continue practicing their skills and get real-time feedback from the trainer and their peers.*

*All students get **lifetime access to the live videos** that were published before they joined and that will be released after their membership expires. This is done to ensure students have clear instructions and updated materials to practice their writing skills.*

"Video/audio" *means students may choose if they wish to submit video or audio messages.*

*There are **no deadlines** in the course. Students are not being pressured to submit their work. They do so when they are ready.*
Students may choose which assignments to complete. However, the course is considered 100% complete when all assignments have been submitted.

*All assignments imply that students **receive personalized feedback.***

Some feedback will be shared in the online community (to give students an opportunity to learn from each other).
Some feedback may be shared individually (the trainer reserves to right to decide)

The students' video/audio messages may be used to create monthly live videos for the course participants where the trainer will give feedback on the most commonly asked questions and most common concerns/mistakes. Students, whose work is being used to help others, will always stay anonymous.

All the video materials and tutorials created for the online community stay in the community and never travel to social media or other publicly accessible websites.

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