**Module: Written Comprehension and Production 6**

**Credits: 02**

**Coefficient: 02**

**Assessment:**  100% CC

**Teacher: KHELEF Embarka**

**Sixth Semester: Complementary Writing**

1. Writing Letters
   1. Definition and Importance of Letters
   2. Types of Letters: Formal Vs Informal Letters
   3. Formal Letters:

1-3-1- Parts of the Formal Letter

1-3-2- Language of the formal Letters

1-3-3- Kinds of Formal Letters/ Purposes: Request, giving information, complaint; apology; application; transactional letters….etc

1. Writing Cvs
2. Writing Reports

References:

1. *Successful Writing Proficiency. Virginia Evans. Express Publishing*
2. *Exploring Writing- Sentences and Pargaraphs. John LANGAN. McGRAW HILL.*
3. *Strategies for Successful Writing . James A.Reinking and Robert Von Der Osten*