



ADVANCED PROFESSIONAL WRITING IN ENGLISH

Mason Center for Advanced Proficiency in English
Language Training Center

George Mason University, in collaboration with the Center for Applied Linguistics, provides online English writing courses to Department of Defense (DoD) employees through its Center for Advanced Proficiency in English (CAPE). CAPE is part of the Language Training Centers program, an initiative sponsored by the Defense Language and National Security Education Office and administered by the Institute of International Education. The center offers scholarships to DoD employees who are non-native speakers (NNS) of English to take online courses that will enhance their professional writing and intercultural communication skills critical to DoD mission readiness.

Participant Testimonials

"My personal experience about this course is truly an enriching and educational experience. I've never taken an online course before and my experience turned out positive right from the start. I was impressed when we received step-by-step instructions on how to post assignments, navigate through the website, and get ourselves comfortable knowing where to find information, etc."

"I found the course content to be useful in the context it set out to cover, especially the fact that it was tailored toward the type of work environment of the student. I plan to revisit the references provided in the course and lessons learned. A lot of the issues covered are applicable to my daily or weekly writing. A lot of the course-work can be applied to native speakers and not just an ESL student."

PROGRAM AT A GLANCE

Language: English

Skills: Professional writing and intercultural communication

Course participants: DoD personnel who are non-native speakers of English

Mode of Instruction: Online

COURSES

APWE 1—Advanced Professional Writing in English 1: Foundations

Ten-week online writing course developed for NNS DoD employees to improve their cultural and linguistic competence as writers of professional English.

Text Format: emails, reports, performance evaluations, summaries

Language Focus: essential grammar structures, sentence and paragraph form, unity, coherence

Intercultural Communication: levels of formality, conciseness, cultural expectations in a U.S.-based work context

APWE 2—Advanced Professional Writing in English 2: Professional Summary Writing

Five-week online course focused on professional summary writing for NNS DoD employees who have completed APWE 1.

Text Format: summaries for reports, memos, abstracts

Language Focus: identification of purpose, main ideas, and sequencing to combine multiple source documents (e.g., informational reports, opinion pieces, narratives)

FOR MORE INFORMATION

Joan Kang Shin, PhD
Director, Mason CAPE
Associate Professor of Education
George Mason University
jshin23@gmu.edu
703-993-6214

capeltc@gmu.edu | cape.gmu.edu

