

## AY2016 Interactive Evening Lounge – Proposal/Report

Please fill out the proposal and submit **one month prior** to the IEL.

After the IEL, please fill out the report and re-submit the revised version.

The report will be posted on the “Activity report” page in the GSDM official website.

<http://gsdm.u-tokyo.ac.jp/gsdm/?cat=23>

### Proposal

Date/Time	Saturday October 15 <sup>th</sup> , 2016 at 14:00-16:00
Place	Engineering #8 Building room 536
Title	Writing Lab Session 2
Organizer	Dr. Roberto Orsi
Summary	<p>The ability to successfully handle communication is one of the key didactical goals of GSDM. Communication is not only however the ability to speak in public or to deliver convincing presentations, but also to produce written texts of sound quality.</p> <p>As it appears that numerous GSDM students would benefit from some event aimed at enhancing their English writing skills, a “Writing Lab” has been created with this specific aim. We will focus on how write emails in a professional, polite, and efficient way.</p> <p>Students who intend to participate should bring a laptop computer for writing practice purposes.</p> <p>Structure:</p> <ol style="list-style-type: none"> <li>1) General “rules” or consideration on writing email</li> <li>2) Steps in writing emails</li> <li>3) Review of examples</li> <li>4) Supervised practice</li> </ol>
Budget	0JPY

**Report:**

(English only)

Number of participants	5
Reporter	
Impressions /Comments	<p>This second Writing Lab was dedicated the email writing. Dr. Orsi started by recalling the general principles of writing already explained in the first meeting, and explain email as yet another instrument for communication.</p> <p>He provided numerous example of successful and less successful email from his own records. Afterwards, he has invited the attendees to try several kinds of email writing, which have been written together while displaying them on the screen.</p> <p>The event was rather informative and entertaining.</p>

3 Photos (Please paste the pictures here and submit the original files)

