



Presidenza del Consiglio dei Ministri
Scuola Nazionale dell'Amministrazione

“Writing Skills”

Codice 2025.147

Edizione nr. 005 – Sissinghurst

E-learning

Calendario e programma didattico

Lezioni via web

Data	Orario (da/a)	Argomento	Docente	Ore
03/10/2025	09.00 – 12.00	The Basics Introduction to the course and overview E-learning platform functions and how to use them Using AI for Writing Skills	Angela Tomkinson	3
10/10/2025	11.00 - 13.00	The Basics Skills Development Module 1	Angela Tomkinson	2
24/10/2025	11.00 - 13.00	Emails and Correspondence Skills Development Module 2	Angela Tomkinson	2
31/10/2025	9.00 – 11.00	Briefs and Digests Skills Development Module 3	Angela Tomkinson	2
14/11/2025	11.00 - 13.00	Summarising Skills Development Module 4	Angela Tomkinson	2
28/11/2025	11.00 - 13.00	Reports Skills Development Module 5	Angela Tomkinson	2
12/12/2025	11.00 - 13.00	Proposals The art of persuasion Proposals and the legislative process	Angela Tomkinson	2

Moduli di formazione a distanza fruibili autonomamente

Disponibilità (dal/al)		Argomento – descrizione del modulo	Ore
03/10/2025	10/10/2025	The Basics Language Development Practice and exercises	3
10/10/2025	17/10/2025	The Basics - Assignment	2

17/10/2025	24/10/2025	Emails and Letters Language Development Practice and exercises	3
24/10/2025	31/10/2025	Emails and Letters – Assignment Briefs Language Development Practice and exercises	4
31/10/2025	7/11/2025	Briefs - Assignment	3
7/11/2025	14/11/2025	Summarising Language Development Practice and exercises	3
14/11/2025	21/11/2025	Summarising - Assignment	3
21/11/2025	28/11/2025	Reports Language Development Practice and exercises	3
28/11/2025	05/12/2025	Reports - Assignment	3
05/12/2025	12/12/2025	Proposals Language Development Practice and exercises	3
12/12/2025	19/12/2025	Proposals – Assignment (Test)	3

Test di valutazione

Disponibilità (dal/al)		Argomento
12/12/2025	19/12/2025	Test di valutazione finale erogato in ambiente virtuale