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| **Course start:** **Course end:**  |
|  | **1** | **2** | **3** | **4** | **5** |
| **I’m working on Module…** | Writing Effectively for The World Bank | Planning and Drafting Correspondence | Correspondence Mechanics | Correspondence Style | Bad News Correspondence |
| **Date** |  |  |  |  |  |
|  | **1** | **2** | **3** | **4** | **5** |
| **I’m submitting my assignment…** | Share Your Goals | Planned and Drafted Documents | Revise for Mechanics | Evaluate Your Writing | Writing a Bad-News Letter |
| **Date** |  |  |  |  |  |