COURSE SYLLABUS

Writing Essentials Course

Strengthen clarity, concision, and organization in your professional writing using Federal Plain Language principles and a repeatable process.

Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/writing-essentials



CustomerRelations@graduateschool.edu • (888) 744-4723

Course Outline

Module 1: The Foundations

- Define the Seven Traits of effective writing.
- Identify the four steps in the writing process.
- Highlight the importance of using all four steps for effective writing.

Module 2: Write With Purpose

- Examine tasks in step one of the writing process: analyze the writing situation, determine the writing purpose, and outline your work.
- Apply step one of the writing process to a practice document.

Module 3: Tell Them What You're Going to Tell Them

- Define the three-part structure: open, middle, and close.
- Examine the role of each part in the structure.
- Identify other techniques for clear organization: headings, subheadings, and lists.

Module 4: The Plain Writing Act of 2010

- Define the Plain Writing Act of 2010 and its importance.
- Review the Federal Plain Language Guidelines and how to apply them.
- Learn to use the PLAIN website for resources and support.

Module 5: Applying the Federal Plain Language Guidelines

- Use the guidelines to clarify and declutter your writing.
- Write in conversational language using the Plain Language techniques.

Module 6: Achieving Clarity Through Correctness

- Identify and practice key grammatical rules and punctuation.
- Ensure correct sentence structure and grammar usage in professional writing.

Module 7: Accessibility and Readability

- Implement accessibility features to ensure readability.
- Practice design techniques to enhance the clarity of your writing.

Module 8: Flawless Final Drafts

- Review the two-step editing process: revise for content-level improvements and refine sentence-level improvements.
- Apply the Seven Traits checklist as an editing tool.