Writing ~~Good~~ Well

This activity was created to be used primarily with:
21. Reading and Writing

> **Note**: The title to this activity is meant to be ironic.

Secondary skills include:
1. Creativity and Innovation
2. Critical Thinking and Problem Solving
3. Initiative and Self-Direction
14. Efficiency and Productivity
15. Information Literacy
16. Information Security
17. Information Technology
20. Professionalism
22. Workplace Safety

1. **Teacher will define the Reading and Writing skill as**:

reading and interpreting workplace documents

effectively writing workplace documents

- considering ability to convey messages with clarity

- considering professional tone, appropriate to audience

- considering grammar

- considering forms and conventions (e.g., formatting documents, using an email signature).

> **Note.** The best way to improve your writing skills is simple: *READ*. Read anything you want, but do it consistently. Everything you read is a model that influences how you write. Change the way you write, and you will begin to change how you think. Clarity in communication is the goal, and the more you read and write, the clearer you will be. Then you might try reading materials that are more relevant to your

career, to help you perform better in your job. Finally, materials written by management in your workplace are extremely important. Treat these with the utmost importance and learn from them about the language used and the way or the style with which things are said. If you can echo these in your own communication, it will improve your communication and help you fit into your workplace culture.

2. Teacher will present various strategies students could use to improve their writing for school or the workplace (go over this with students):

Clarity: Begin with simple noun and verb structure. Keep it short and to-the-point. No need to send readers on a confusing journey.

Audience: Understand who you are writing to. This will allow you to understand levels of formality and help you write what you mean to write. Do not get in the habit of writing beyond your level of usage and using words that are not in your working vocabulary.

> **Note**: When writing to an audience of more than one, keep it gender-neutral as much as possible. Use "everyone" and "their" rather than "he, she, him, her" and never "it" when addressing or referring to people. Yes, it is now acceptable to use "their" as a singular, possessive pronoun.

Proofread: Spelling and grammar errors result in the loss of confidence, and readers will see you as careless no matter what you have to say. This is especially important when addressing management, making requests, or interacting with customers or partners. If you do not have someone who can read over your writing, read it aloud and consult style and grammar help online, including online dictionaries.

Other tips: All writing is rewriting or revision. If it is an important message, you should plan on writing multiple drafts (three revisions is a good number for shorter) to simplify, clarify, correct, reduce redundancy, and write it better.

> **Note**: Use the spell-checker, but still proofread because even spell-checkers misinterpret your intended word. Also, depending on audience, avoid contractions (e.g., *can't* should be *cannot*).

3. Teacher should have students describe a procedure based on the workplace related to their program. Find a standard operating procedure or competency and have students write a draft, describing how they would complete this procedure as if they were trying to instruct a young sibling or friend with no knowledge of it. Then change the audience to an interviewer who asks them how they would complete the same task. Then have them re-write the draft one last time, to correct, clarify, reduce redundancy, and generally make the piece of writing better.

Additional resources:

Effective Writing For the Workplace: https://www.writerswrite.com/journal/effective-writing-workplace-8976

Purdue OWL (Online Writing Lab) Workplace Writers
https://owl.purdue.edu/owl/subject_specific_writing/professional_technical_writing/workplace_writers.html