

Reader-Focused Writing (Basic) Writing Made Easy, Reading Made Easy

Agenda – Region 10

May 23, 2019, 8:30am - 4:30pm



MORNING SESSION

Mid-morning break (approx. 10:00-10:15)

Section I. Getting Started

- Topic 1: Instructor Introductions
- Topic 2: Participant Expectations
- Topic 3: Overview of the Course

Section II. Literacy, Planning, & Writing

- Topic 1: Understanding Literacy and Readability
- Topic 2: Writing in Organizations and its Implications

Questions & Clarification

Break for a 1-hour lunch each day (11:30 – 12:30)

AFTERNOON SESSION

Mid-afternoon break (approx. 2:45-3:00)

Section II. Literacy, Planning, & Writing (continued)

- Topic 3. Planning your Document
- Topic 4. Identifying the Qualities of a Good Document

Section 3: Drafting and Reviewing 2:45-4:15

- Topic 1: Using the Power of English
- Topic 2: Presenting Information so it Looks Accessible
- Topic 3: Drafting & Preparing Your Document for Review

Questions & clarification

Evaluations