

WORKSHOP DIRECTORY PAGE

TITLE: Basic Writing Skills

COMP # : 315-1

NO. HRS.: 3

DATE: June 4, 2000

COMPETENCY: 315-1 The worker can identify pertinent data for inclusion in case records and reports, know how to organize information in a clear, concise manner, and is able to record summarized case assessments, case plans, and other supporting data into the family case record and reports.

LEARNING OBJECTIVES: Participants will:

- Identify proper punctuation, grammar, sentence construction, and spelling in documentation.
- Practice proper punctuation, grammar, sentence construction, and spelling skills in writing documentation.
- Practice proof reading documents.

CALENDAR SUMMARY: Excellent writing skills are as important to serving families as county vehicles or foster homes. Child welfare professionals must be able to express their thoughts in descriptive, concise and accurate terms. Basic Writing Skills is a course designed to cover the rules of good grammar, correct spelling, appropriate punctuation, and tight composition. Basic Writing Skills is a refresher, meant to hone those writing skills that have been dulled by time and overload.

TITLE OF HANDOUTS:

1. Learning Objectives and Competencies
2. Agenda
3. Writing Skills Exercise
4. Basic Spelling Rules
5. Rules for Forming Plurals
6. Commonly Confused Words
7. Commonly Misspelled Words
8. Grammar "Fix It" Exercise
9. Grammar Rules
10. Sexist Language Rules
11. Punctuation Rules
12. Punctuation Exercise
13. Ten Types of Words to Avoid
14. Unnecessary Words Exercise
15. Sentence Improvement
16. Paragraph Checklist
17. Proof-reading Exercise
18. Bibliography and ResourceList
19. Action Plan