

ACTION PLAN

1. A contract between ME, the party of the first part, and ME, the party of the second part, drafted this ___ day of ____, 200_.
2. Based on the handouts, the exercises, and the content presented this day, I find that I need to devote attention to the following writing skills areas:

- | | |
|------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> spelling | <input type="checkbox"/> punctuation |
| <input type="checkbox"/> forming plurals | <input type="checkbox"/> avoiding jargon, etc. |
| <input type="checkbox"/> confusing words | <input type="checkbox"/> using active voice |
| <input type="checkbox"/> grammar rules | <input type="checkbox"/> Sentence and paragraph construction |
| <input type="checkbox"/> sexist language | |
| <input type="checkbox"/> proofreading | |

3. Specifically, I will . . .

DO WHAT?

BY WHEN?

WITH HELP FROM?

a.

b.

c.

Signed: _____
Me

Witnessed: _____
Supervisor

Signed: _____
Me