

315-1 Corresponding with Other Human Service Agencies

Guide to Overheads

Section I

- Overhead #1- Learning Objectives and Competency (1 page)
- Overhead #2- Agenda (1 page)
- Overhead #3- Why Do We Write? [Instructions] (1 page)
- Overhead #4- Why We Write [List of Reasons] (1 page)

Section II

- Overhead #5- Practice Writing A Letter [Instructions] (1 page)
- Overhead #6- Proofreading Checklist (1 page)

Section IV

- Overhead #7- Completing the Action Plan [Instructions] (1 page)