COURSE SYLLABUS

Advanced Writing Course (Self-Paced)

In this class, you will take your writing to the next level by using case studies, group work, and longer written exercises to build on basic writing concepts and skills, including techniques for writing strong persuasive documents that connect logically, powerfully, and effectively with even resistant readers. You will also discuss and practice strategies for writing clear, concise technical documents for all levels of readers.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/advanced-writing-course-self-paced



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Course Outline

Module 1: The Foundations of Effective Writing

- Explore the seven traits of effective writing and how they apply to government documents.
- Understand the four-step writing process for efficiency and clarity.
- Review the Plain Writing Act of 2010 and its role in clear federal communication.
- Apply federal plain language guidelines to enhance document accessibility and readability.

Module 2: Using Critical Thinking for Clear Writing

- Learn the six thinking abilities essential to critical writing and reasoning.
- Use tools like Venn diagrams and argument maps to support analysis.
- Apply the critical thinking process to complex writing scenarios.

Module 3: Being Logical

- Distinguish between inductive and deductive reasoning.
- Build structured arguments and identify faulty logic.
- Apply reasoning techniques to strengthen persuasive writing.

Module 4: Reaching Resistant Readers

- Anticipate reader objections and apply counter-argument strategies.
- Identify core reader needs using Maslow's Hierarchy.
- Enhance persuasive communication by connecting to audience values.

Module 5: Effective Persuasion

- Examine the differences between writer and reader perspectives.

- Apply CECC (Claim, Evidence, Commentary, Conclusion) for persuasive structure.
- Use data, examples, and logical reasoning to build compelling cases.

Module 6: Technical Writing Proficiency

- Define technical writing and its common government formats.
- Use information plans, visuals, and structure to enhance clarity.
- Evaluate documents through self-assessment and peer review tools.

Module 7: Writing Technical Descriptions and Definitions

- Write precise definitions for technical terms.
- Describe instructions, processes, and mechanisms clearly and concisely.
- Use accessible language for readers.

Module 8: Creating Clarity from Complex Subjects

- Plan and draft a document using the writing process.
- Revise work using checklists and peer review techniques.
- Improve clarity through evaluation and feedback cycles.