ENGLISH AND WRITING SKILLS

Enhance Your Workforce, Advance Your Career.

To be a key contributor in your organization, you need well-developed communication and professional skills. Graduate School USA offers a curriculum designed to help you develop and expand your abilities

English and Writing courses focus on sharpening writing and editing skills. Learn grammar and usage, government correspondence, writing reports, editing and proofreading, and more.

The Graduate School USA Difference

Graduate School USA provides a stimulating environment for a community of learners who value networking and sharing experiences, while developing the skills and knowledge that will help them improve agency productivity, as well as enhance their careers.

Committed to supporting our clients with practical, real-life applications that assist them in doing their jobs, we deliver the training solutions that only a valued partner with 95 years of federal government experience can provide. We take pride in creating dynamic training programs with only the most experienced instructors, who understand how to help you achieve individual and organizational success. Your success really is our mission!

Graduate School USA
Where Public Servants Become Leaders

graduateschool.edu/cps
888.744.GRAD

ENGLISH AND WRITING COURSES

Foundation Courses

Essentials of English	ENGL7000D
Fundamentals of Writing	WRIT7010D
Grammar for Professionals	ENGL7005D

Intermediate Courses

Editing for Impact	EDIT7100D
Effective Government Correspondence	WRIT7007D
Proofreading	EDIT7001D
Report Writing	WRIT7020D
Writing for Results	WRIT7110D

Advanced Courses

Clear Writing through Critical Thinking	WRIT7100D

This Core Competencies chart is designed to help you in your training decision making.

Course	Uses Correct Grammar	Punctuates, Capitalizes, Spells, and Abbreviates Correctly	Writes in a Way That Is Relevant to Audience	Develops a Strategy for Organizing Writing	Writes Clear and Concise Prose	Accomplishes Purpose for Writing	Develops Analytical Thinking Skills as a Foundation for Writing	Writes Logical and Coherent Sentences and Paragraphs	Formats Documents According to Their Purpose	Constructs an Argument	Writes Technical Descriptions and Definitions	Uses Proofreading Symbols	Uses a Variety of Proofreading Techniques	Sets Writing Standards	Provides Constructive Feedback
Grammar and Usage															
Essentials of English (ENGL7000D)	●	●													
Grammar for Professionals (ENGL7005D)	●	●			●										
Writing Foundations															
Clear Writing through Critical Thinking (WRIT7100D)			●	●	●	●	●	●	●	●			●		
Fundamentals of Writing (WRIT7010D)	●	●	●		●			●							
Writing for Results (WRIT7110D)			●	●	●	●		●		●					
Specialized															
Editing for Impact (EDIT7100D)	●	●		●	●	●			●				●		
Effective Government Correspondence (WRIT7007D)	●		●	●	●			●	●						
Executive Writing (WRIT9001D)	●	●	●	●	●				●						
Proofreading (EDIT7001D)	●											●	●		
Report Writing (WRIT7020D)			●	●	●	●			●	●					
Government Email Writing (WRIT7041D)	●	●	●		●	●		●	●	●					

Graduate School USA

Where Public Servants Become Leaders

For more information on our Administration Skills programs, graduateschool.edu/cps