

Advanced Reader-Focused Writing: Writing Made Easy, Reading Made Easy

Agenda – Region 3

May 14-15, 2019, 8:30am - 4:30pm



DAY 1

Break for a 1-hour lunch each day (11:30 – 12:30)

MORNING SESSION

Mid-morning break (approx. 10:00-10:15)

Section I. Getting Started

- Topic 1: Instructor Introductions
- Topic 2: Participant Expectations
- Topic 3: Overview of the Course

Section II. Literacy, Planning, & Writing

- Topic 1: Understanding Literacy and Readability
- Topic 2: Planning Your Document
- Topic 3: Thinking About Your Readers

Section III. Crafting Your Message and Your Structure

- Topic 1: Understanding Your Message

AFTERNOON SESSION

Mid-afternoon break (approx. 2:45-3:00)

Section III. Crafting Your Message and Your Structure (continued)

- Topic 2: Using a Critical Structure

Section IV. Using Visible Structure, Emphasis Techniques

- Topic 1: Getting Your Structure Straight
- Topic 2: Getting Your Paragraphs Straight
- Topic 3: Getting Your Words Straight

Questions, clarification, & evaluations

DAY 2: GUIDED WRITING WORKSHOP

MORNING SESSION

Mid-morning break (approx. 10:00-10:15)

- Critical Context Job Aid
- Scenarios of Use
- Anticipate Reader Questions

AFTERNOON SESSION

Mid-morning break (approx. 2:45-3:00)

- Use a Critical Structure
- Write (w/ one-on-one instructor guidance)
- Self-Review
- Peer Review
- Questions, clarification, & evaluations