

PLATO[®]

Writing in the Workplace

Grade Level: 9–Adult
Target Audience: High School/Adult
Audio Support: No

Product Features

- 25 discrete learning objectives
- Tutorial, application, and mastery test in each module
- Challenge activity included in each course
- Integration of printed materials to enhance realism
- Use of the mastery model
- Real-life workplace scenarios
- Performance reports
- PLATO[®] Writer—evaluates learner’s writing
- PLATO[®] Highlighter—mark words, phrases, and sentences

Product Benefits

- Teaches a general writing strategy and applies it to work-related writing situations
- Promotes effective communication in the workplace
- Promotes time-estimating skills
- Promotes individual accountability for learning
- Encourages learners to study at their own pace
- Enriches instruction with workplace scenarios

Online Tools

- Print—allows the learner to print screen
- Notebook—allows the learner to type, save, and print notes
- Glossary—provides definitions of terms essential to workplace writing
- Dictionary—allows the learner to search for the definition and correct spelling of a word
- Hint—provides clues to help the learner determine the answer
- Data—displays information for the current question
- Help—provides explanation of menu items and key strokes in the activity

Menu Icons

- Exit—allows the learner to exit the activity
- Menu—allows the learner to return to the lesson menu
- Backward arrow—moves backward to the previous screen
- Forward arrow—moves forward to the next screen

Reference Materials (Refer to PLATO Documentation CD)

- PLATO Curriculum Guide—Writing in the Workplace
- PLATO Curriculum Guide—Writing in the Workplace Student Materials (also referred to as Learner Materials)



Getting Started

- Refer to the PLATO Curriculum Guide—Writing in the Workplace to review the curriculum structure, instructional strategies, and testing strategies.
- Use the scope and sequence contained in the PLATO Curriculum Guide to identify learning objectives.
- Become familiar with the Learner Materials available in the PLATO Curriculum Guide.

Module Progression

- Tutorial—teaches the learner writing strategies related to the workplace (not scored)
- Application—allows the learner to practice applying writing skills using workplace examples (scored)
- Mastery tests—evaluate application of the writing strategies and provide immediate feedback (scored)
- Challenge activity—allows the learner to practice all skills learned in the course, working toward independence; encourage the learner to develop time management skills

Assessment

- Use Course Level Assessments to prescribe modules that target learning gaps.
- Assign the mastery test as a pretest.
- Use state or local assessments to further identify and prioritize instructional needs.

Implementation Strategies

- Use as the primary delivery of instruction to provide content, practice, and application opportunities.
- Use as a complement to instruction, so the learner can refresh or learn skills beyond the scope of particular training topics.
- Use as a supplement to instruction to provide alternative instructional activities for targeted training topics.
- Encourage self-paced learning by directing the learner to complete the modules independently.

Evaluation

- Generate teacher reports to track learner progress and measure gains.
- Evaluate and discuss report data with the learner to determine the next steps.
- Use challenge activities to evaluate learner performance.

Extension Exercises

- Challenge activities—available at the end of each module to provide whole-skill practice.
- Encourage learners to write a business letter to a local organization or business to address a concern.

For more information, please call 800.44.PLATO or visit www.plato.com

Real learning. Real results.™

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Curriculum
Structure

Curriculum

Writing in the
Workplace

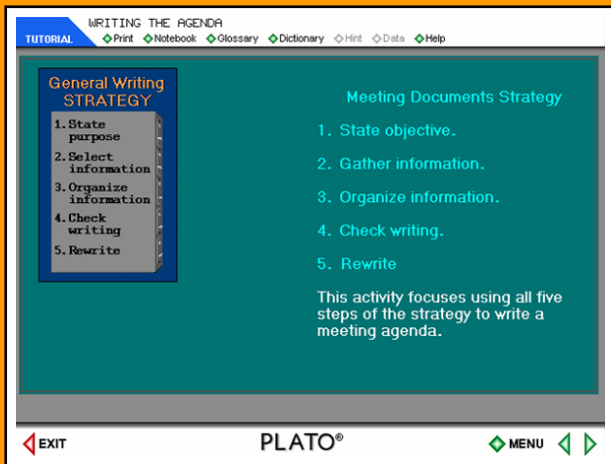
Course

Writing
Business
Forms

Module

Transferring
Information

Tutorial
Application
Mastery Test



Writing in the Workplace

Good writing is essential for success.

PLATO® Writing in the Workplace teaches a general strategy for writing and applies it to work-related writing situations, so learners can meet and exceed expectations for writing on the job.

Course Descriptions and Modules

Course	Description	Modules
Writing Business Forms	Business forms help people communicate easily and clearly. However, it is easy to make errors when copying information from a resource document to a form. The form structure—like borders, headings, and numbering—often gives clues about which spaces to fill out and in what order. In this course, learners practice filling out forms completely and correctly.	<ul style="list-style-type: none"> • <i>Transferring Information</i> • <i>Proceeding Through Forms</i> • <i>Writing Comments</i> • <i>Filling Out Business Forms Challenge</i>
Writing Notes and Short Memos	Distinguishing between the topic, purpose, and action statement is a key part of writing notes and short memos. When requesting that an action be taken, results come from clear and direct requests. Including the appropriate amount of detail ensures that the reader understands the message. In this course, learners practice writing clear notes and short memos with just the right amount of detail. They use the PLATO® Highlighter and the PLATO® Writer in some activities.	<ul style="list-style-type: none"> • <i>Starting with Your Purpose</i> • <i>Requesting Action</i> • <i>Giving Enough Detail</i> • <i>Writing Notes and Short Memos Challenge</i>
Writing Directions	Always keep the reader and the task in mind when writing directions. Start by defining the goal for the directions. Then organize the steps in the proper order. Keep in mind that sometimes it is helpful to group actions into efficient steps. In this course, learners practice writing clear directions, making decisions about when and where to add more detail.	<ul style="list-style-type: none"> • <i>Getting Started</i> • <i>Organizing Actions into Steps</i> • <i>Organizing Steps into a Path</i> • <i>Explaining the Path</i> • <i>Writing Directions Challenge</i>

Course Descriptions and Modules

continued

Course	Description	Modules
Writing Business Letters	Business letters require a clearly defined purpose. When writing tactful business letters, be direct and stay focused on the purpose. It is often necessary to write about both past and future actions and move between topics smoothly. In this course, learners practice writing business letters that include a clear purpose, details about actions taken and those still needed, and proper transitional phrases. Learners use the PLATO® Highlighter in some activities.	<ul style="list-style-type: none"> • <i>Considering the Reader</i> • <i>Describing Actions</i> • <i>Moving Between Topics</i> • <i>Writing Business Letters Challenge</i>
Writing Meeting Documents	Communication within the workplace is critical. Keeping good meeting records helps keep people informed. In this course, learners take the role of meeting leader or meeting participant in order to practice writing agendas, take effective meeting notes, and write clear and complete meeting minutes. Learners use the PLATO® Writer in some activities.	<ul style="list-style-type: none"> • <i>Writing the Agenda</i> • <i>Taking Meeting Notes</i> • <i>Writing the Minutes</i> • <i>Writing Meeting Documents Challenge</i>
Writing Longer Memos and Reports	Some reports and memos may be two or more pages long, so it is essential to define the purpose. Focus statements can act as a guide to help people write effective and organized reports. In this course, learners practice writing focus statements and outlines that are used for writing longer reports. They also use basic elements of style—plain language, tactful language, and transitional phrases—as they edit full paragraphs.	<ul style="list-style-type: none"> • <i>Listing Ideas</i> • <i>Organizing Ideas</i> • <i>Writing Up Ideas</i> • <i>Writing Reports Challenge</i>

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