**COMPETENCY DEVELOPMENT: Writing**

***CLICK on the picture/icon*** *to link directly to the resource.*

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| **RESOURCE/METHOD** | | **OVERVIEW** | **Considerations** |
| **Developmental Activities & Reading** |  | **Writing Skills** | Self-Directed |
|  | **Writing Skills-Getting Your Message Across Clearly** | Self-Directed |
|  | **Writing Skills-Communicating With Words** | Self-Directed |
| **e-Learning**  C:\Users\3981EnglishM\Desktop\assessment.jpg |  | **Purdue Online Writing Lab**  Resources and exercises (writing process, mechanics, grammar, correspondence, etc.) | Self-Directed |
|  | **Business Writing Fundamentals**  1 hour & 32 min.  Learn the 10 Cs of strong writing with before & after samples | Online-Self-Paced  Low fee associated |
|  | **Advanced Writing Strategies for Immediate Improvement** ($35 fee); 6 hrs  **7 Lessons for Becoming a Standout Writer** ($30); 2.5 hrs | Online-Self-Paced |
|  | **Business Writing**  4 weeks (1-3 hours/week)  University of Colorado  Rated 4.8 out of 5 (12 reviews)  **High Impact Business Writing**  4-8 hours  University of California-Irvine  Rated 4.2 out of 5 (138 reviews) | Online  No fee to audit |
| **Classes & Workshops** |  | **Fundamentals of Business Writing** (1/2 day)  Instructed by Faculty, Rick Schnell  **Advanced Business Writing** (1/2 day)  Instructed by Faculty, Rick Schnell  [**Center for Written, Oral & Visual Communication**](https://cwovc.rice.edu/workshops) (Workshops & Consultation)  **Rice -** [**Department of English**](http://www.english.rice.edu/undergraduate_courses.aspx) | Offered in spring  Offered in spring |
| **Coaching** | Recommend coaching (over a period of time).  Sample Questions for Self-Reflection:   1. What area of writing can I improve first? *Be specific (e.g. grammar, mechanics, etc.)* 2. How is my current writing level affecting my work (performance, etc.)? 3. What would be the result if my writing skills improved?   Sample Questions to Ask Supervisor, Peer or Mentor:   1. In my current role, how would you rate my writing skills? 2. Can you provide an example to support that rating? 3. Can you think of 1 change (email communication, etc.) I could make that would significantly improve my work if I further developed in that area? | | Work with Supervisor, Peer or Mentor to get feedback |