

Course Summary:	This is an expanded course designed to enhance the participants writing skills through the seven C's of good writing. The class will consist of sample writing exercises.
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Performance Objectives:
A) Identify the "seven C's" to writing. B) Use the seven C's of writing in an example. C) Demonstrate the writing process by generating a paragraph using all 7 Cs. D) Evaluate your writing style based on the 7 Cs.

Course Outline				
Day	Time Begin (24 Hour)	Time End (24 Hour)	Subject or Topic	Instructional Methodology
1	0800	1000	Introduction and objectives. What are the seven C's to good writing?	Lecture Group Discussion
1	1000	1200	Seven C's of good writing: clear, correct, concise, complete, concrete, coherent, and courteous.	Lecture Group Discussion Demonstration
1	1200	1300	Lunch	
1	1300	1500	The writing process using the seven C's. Generate a paragraph using the 7 Cs.	Lecture Group Discussion Demonstration Group Exercise Trainee Practice
1	1500	1700	Applying principles to your writing. Evaluate what you wrote against the 7 Cs. Summary, feedback, and evaluations.	Lecture Group Discussion Demonstration Group Exercise Trainee Practice Evaluation