

On the Job **WRITING**



On the Job Writing is designed for students to learn and practice writing skills that meet workplace requirements for daily communication.

With employers identifying writing as one of the greatest weaknesses of new hires, **On the Job Writing** provides basic career writing guidance and activities in an easy-to-understand manner.

Every student, even those who earn excellent grades for essay and report writing in school, can profit by adding this career writing element to their list of job readiness skills.

Two, 21-lesson versions of **On the Job Writing** are available to meet a school's standards for career writing.

Basic Edition. This short version of **On the Job Writing** is effective for brief periods of time, for example, as a bell ringer or as a limited segment of any class. The Basic edition contains a short scenario, a Thinking Critically analysis and a career writing activity. Teacher's notes and suggestions for instruction and grading are included.

Premium Edition. This longer version of **On the Job Writing** works well in classes that provide greater time for meeting a school's or district's writing standard. It contains all the elements of the Basic edition plus more writing activities and additional features such as "The Writer's Workshop," "Ethics Connection," and "Technology Connection". Expanded Teacher's notes and suggestions for instruction are included.

On the Job Writing Lesson Titles

Anyone Can Write
Who Is Reading: Audience
Why Are You Writing: Purpose
Watch Your Attitude: Tone
"All About You" Viewpoint
Be Clear: Clarity
Keep It Short: Conciseness

Aim for Logic: Coherence
Check for Correctness and Courtesy
Writing Strong Sentences
Writing Effective Paragraphs
Forming Paragraphs into Documents
Six Steps of Writing
Writing to Convey Information

Delivering Good and Neutral News
Delivering Bad News
Making Requests
Goodwill Writing
Avoid Common Errors
Punctuate and Capitalize
Numbers and Speech Parts

On the Job Writing Site Licenses

ONLINE OR USB DRIVE: An **On the Job Writing** annual site license covers all teachers and students in one building or school site. The USB drive lessons may be stored on individual computers or a school's server for one year's usage.

On the Job Writing Pricing

Online version

On the Job Writing Basic Edition: \$595
On the Job Writing Premium Edition: \$795

USB drive version

On the Job Writing Basic Edition: \$595
On the Job Writing Premium Edition: \$795

Contact us

By Phone: 888 299-2784
By Fax: 610-993-8249
By Email: csp@careersolutionspublishing.com

Available by phone Monday-Friday 7 a.m.-4:30 p.m. Eastern



www.careersolutionspublishing.com