

TECHNICAL AND WORKPLACE WRITING
Tracey Costilow

DATE OR TERM	CARROLL COUNTY SCHOOL DISTRICT TECHNICAL AND WORKPLACE WRITING PACING GUIDE	SKILL COVERED / RESOURCES USED
Aug 8 – Aug 13	1a. Research and interview to determine the kinds of writing, the audience for whom the pieces are written, and the purpose for which the pieces are written. 6f. Employ a writing process that includes revising, editing, and proofreading. 1b. Collect and read a variety of career and workplace writing samples. 1c. Analyze the purpose and audience of materials collected.	
Aug 14 – Aug 17	6a. Write effective business letters, such as letters of application, thanks, complaint, bad news, congratulations, persuasion, inquiry, etc. 6f. Employ a writing process that includes revising, editing, and proofreading 6e. Make effective use of content, organization, wording, style, voice, grammar usage and mechanics, typography and visuals. 3a. Analyze how organization, wording, style, voice, and grammar usage and mechanics contribute to effective writing. 4c. Plan the creation of documents and other written materials using language style, organization, and format appropriate to the subject matter, purpose, and audience.	<i>School to Work</i>
Aug 20 – Aug 22	2a. Understand the elements of communication theory. 2b. Identify factors that interfere with clear communication. 2c. Identify factors that facilitate clear communication.	Module 8
Aug 23	6e. Make effective use of content, organization, wording, style, voice, grammar usage and mechanics, typography and visuals.	Job Application
Aug 24 – Aug 31	6c. Write a resume for self or for an imagined person. 6a. Write effective business letters, such as letters of application, thanks, complaint, bad news, congratulations, persuasion, inquiry, etc. 3a. Analyze how organization, wording, style, voice, and grammar usage and mechanics contribute to	Resume / Cover Letter

	<p>effective writing.</p> <p>3b. Analyze how the use of typography, page layout and document design, and visuals contribute to effective writing.</p> <p>3c. Analyze how accuracy of information, details, and grammar usage and mechanics contribute to credibility and effective writing.</p>	
Sept 4 – Sept 5	<p>6a. Write effective business letters, such as letters of application, thanks, complaint, bad news, congratulations, persuasion, inquiry, etc.</p> <p>6f. Employ a writing process that includes revising, editing, and proofreading</p> <p>6e. Make effective use of content, organization, wording, style, voice, grammar usage and mechanics, typography and visuals.</p> <p>3a. Analyze how organization, wording, style, voice, and grammar usage and mechanics contribute to effective writing.</p> <p>4c. Plan the creation of documents and other written materials using language style, organization, and format appropriate to the subject matter, purpose, and audience.</p>	Memo
Sept 6 – Sept 7	<p>6a. Write effective business letters, such as letters of application, thanks, complaint, bad news, congratulations, persuasion, inquiry, etc.</p> <p>6f. Employ a writing process that includes revising, editing, and proofreading</p> <p>6e. Make effective use of content, organization, wording, style, voice, grammar usage and mechanics, typography and visuals.</p> <p>3a. Analyze how organization, wording, style, voice, and grammar usage and mechanics contribute to effective writing.</p> <p>4c. Plan the creation of documents and other written materials using language style, organization, and format appropriate to the subject matter, purpose, and audience.</p>	Email
Sept 10	4a. Record information completely and accurately for intended purposes and audiences.	Telephone Messages
Sept 11 – Sept 14	<p>2c. Identify factors that facilitate clear communication</p> <p>2b. Identify factors that interfere with clear communication.</p> <p>3a. Analyze how organization, wording, style, voice, and grammar usage and mechanics contribute to effective writing.</p>	Module 3 / Group Project

	<p>4a. Record information completely and accurately for intended purposes and audiences.</p> <p>4b. Summarize information and actions accurately and concisely.</p> <p>7c. Practice process and task behaviors that promote teamwork and the production of a quality piece of writing.</p> <p>7d. Appreciate and cope with diversity among team members.</p> <p>7e. Apply negotiating skills in working with others.</p> <p>7f. use written and spoken language effectively when explaining, persuading, and negotiating with others.</p>	
Sept 17 – Sept 24	<p>7c. Practice process and task behaviors that promote teamwork and the production of a quality piece of writing.</p> <p>7d. Appreciate and cope with diversity among team members.</p> <p>7e. Apply negotiating skills in working with others.</p> <p>7f. use written and spoken language effectively when explaining, persuading, and negotiating with others</p> <p>7a. Determine when working with others is necessary in producing written material for the workplace.</p> <p>4a. Record information completely and accurately for intended purposes and audiences.</p> <p>4b. Summarize information and actions accurately and concisely.</p> <p>5a. Locate and gather information, using interviews and library resources such as books, periodicals, publications, electronic catalog, and the internet.</p> <p>5b. Recognize the difference in primary and secondary sources of information.</p> <p>5c. Read, analyze, evaluate, and synthesize information.</p> <p>5d. Analyze and interpret charts and graphs as part of information gathering.</p>	Library / Research / Group Project
Sept 25 – Sept 28	<p>6d. Write a brochure or newsletter, either working with others or individually.</p> <p>6e. Make effective use of content, organization, wording, style, voice, grammar usage and mechanics, typography and visuals.</p> <p>3a. Analyze how organization, wording, style, voice, and grammar usage and mechanics contribute to effective writing.</p> <p>3b. Analyze how the use of typography, page layout and document design, and visuals contribute to effective writing.</p>	Computer Lab

	<p>7e. Apply negotiating skills in working with others.</p> <p>7f. use written and spoken language effectively when explaining, persuading, and negotiating with others</p>	
Oct 1 – Oct 5	<p>6d. Write a brochure or newsletter, either working with others or individually.</p> <p>6e. Make effective use of content, organization, wording, style, voice, grammar usage and mechanics, typography and visuals.</p> <p>3a. Analyze how organization, wording, style, voice, and grammar usage and mechanics contribute to effective writing.</p> <p>3b. Analyze how the use of typography, page layout and document design, and visuals contribute to effective writing.</p> <p>7e. Apply negotiating skills in working with others.</p> <p>7f. use written and spoken language effectively when explaining, persuading, and negotiating with others</p>	Computer Lab / Brochure
Oct 8- Oct 12	9 Weeks Tests	
Oct 16 – Oct 19	<p>4a. Record information completely and accurately for intended purposes and audiences.</p> <p>4b. Summarize information and actions accurately and concisely.</p> <p>6e. Make effective use of content, organization, wording, style, voice, grammar usage and mechanics, typography and visuals.</p> <p>6b. Write effective reports, such as summaries, proposals, status of projects, procedures, etc.</p>	<i>School to Work / Writing Summaries</i>
Oct 22 – Oct 26	<p>4a. Record information completely and accurately for intended purposes and audiences.</p> <p>4b. Summarize information and actions accurately and concisely.</p> <p>6e. Make effective use of content, organization, wording, style, voice, grammar usage and mechanics, typography and visuals.</p> <p>6f. Employ a writing process that includes revising, editing, and proofreading</p> <p>5a. Locate and gather information, using interviews and library resources such as books, periodicals, publications, electronic catalog, and the internet.</p> <p>5b. Recognize the difference in primary and secondary sources of information.</p> <p>5c. Read, analyze, evaluate, and synthesize information.</p> <p>5d. Analyze and interpret charts and graphs as part of information gathering.</p>	<i>School to Work / Writing a Report</i>

Oct 29 – Nov 1	<p>2a. Understand the elements of communication theory.</p> <p>2b. Identify factors that interfere with clear communication.</p> <p>2c. Identify factors that facilitate clear communication.</p>	<i>School to Work / Workplace Ethics</i>
Nov 2 – Nov 9	<p>3a. Analyze how organization, wording, style, voice, and grammar usage and mechanics contribute to effective writing.</p> <p>4c. Plan the creation of documents and other written materials using language style, organization, and format appropriate to the subject matter, purpose, and audience.</p> <p>5c. Read, analyze, evaluate, and synthesize information.</p> <p>6b. Write effective reports, such as summaries, proposals, status of projects, procedures, etc.</p>	Module 8 / Persuasive Writing
Nov 12 – Nov 16	<p>3a. Analyze how organization, wording, style, voice, and grammar usage and mechanics contribute to effective writing.</p> <p>4c. Plan the creation of documents and other written materials using language style, organization, and format appropriate to the subject matter, purpose, and audience.</p>	<i>Case Studies: Writing in the Real World</i>
Nov 26 – Nov 30	<p>6a. Write effective business letters, such as letters of application, thanks, complaint, bad news, congratulations, persuasion, inquiry, etc.</p> <p>6f. Employ a writing process that includes revising, editing, and proofreading</p> <p>6e. Make effective use of content, organization, wording, style, voice, grammar usage and mechanics, typography and visuals.</p> <p>3a. Analyze how organization, wording, style, voice, and grammar usage and mechanics contribute to effective writing.</p> <p>4c. Plan the creation of documents and other written materials using language style, organization, and format appropriate to the subject matter, purpose, and audience.</p>	<i>School to Work</i>
Dec 3 – Dec 14	<p>3a. Analyze how organization, wording, style, voice, and grammar usage and mechanics contribute to effective writing.</p> <p>4c. Plan the creation of documents and other written materials using language style, organization, and format appropriate to the subject matter, purpose, and audience.</p>	<i>Case Studies: Writing in the Real World</i>

Dec 17- Dec 20	Semester Exams	
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