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Design Principles for Teaching Effective Writing Raquel Fidalgo Redondo, Karen Harris, Martine Braaksma, 2017-11-20 This volume presents effective instructional programs focused on two perspectives on writing the teaching and learning of writing as a skill and the use of writing as a learning activity in various school subjects or skills acquisition It is focused on analysing micro design features of the programs such as learning activities supporting materials specific strategies instructional techniques but also macro design rules of intervention programs such as instructional sequence instructional stages based on research evidence provided for previous studies This volume goes beyond a practical volume because it provides additional reflection and discussion about theoretical background and empirically based evidence which support the specific intervention programs described Several chapters in this book include links to an Open Access e book where teacher and student materials for the authors instructional approaches can be found see ToC

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Effective Writing for the Quality Professional Jane Campanizzi, 2004-07-14 Few skills are more powerful or influential in a company or organization than effective writing skills A poorly written document whether letter memo email report or procedure can make its reader confused impatient and unresponsive Effective writing can help organizations become more productive by eliminating waste from the communication process and enabling readers to spend less time understanding written materials Therefore becoming a more effective communicator enables you to become more valuable to your organization and advance more quickly in your career This book shows how to apply effective writing techniques to meet the needs of your organization your co workers and your customers It provides you with practical guidelines for writing and designing clear well organized and readable documents The writing skills you learn in this book will help you to better organize your thoughts and write more directly and concisely The book demonstrates how to format documents to allow for more effective communication and provides the structure and content guidelines for writing letters memos emails reports proposals and recommendations Gives examples and templates of work related written documents such as memos letters e

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