



KeyTrain® Business Writing Course Objectives, Outlines and Estimated Times of Completion

Business Writing Course Description:

KeyTrain's Business Writing course develops good writing skills and focuses on organizing ideas into clear, effective, and persuasive documents. Examples and situations focus on applying this ability in real-world situations. The KeyTrain Business Writing program provides scenarios for the students to practice developing persuasive arguments and an answer box for each scenario where the student can practice typing in a response, in order to prepare them for the WorkKeys® assessment. The program uses a variety of interactive exercises so that the learner can apply each concept. KeyTrain courses are comprehensive and easy-to-use. A full human-voice sound track and immediate feedback aid learning.

Business Writing Level 1 Course Objectives:

The learner shall: identify nouns and verbs in simple sentences; create complete sentences using nouns and verbs; determine if excerpts are sentences or fragments. The learner shall identify proper nouns, given a selection of nouns; form plural nouns from the singular; create possessive forms of nouns from the singular and plural. The learner shall identify verbs in a sentence and use the correct tense and form of verbs in a sentence or paragraph. The learner shall punctuate a sentence correctly, using periods, question marks, and exclamation points; spell words correctly, using spelling rules; proofread an excerpt for misspelled words. The learner shall use formats for developing ideas, including paragraphs with clear topic sentences containing a topic and controlling idea. The learner shall consider appropriate organization, using the "5 W's" and outlines. The learner shall practice writing topic sentences, paragraphs, and reports, given a variety of situations. The learner shall write original persuasive responses, given work-related situations and critically compare original responses with given examples.

Business Writing Level 1 Course Outline:

Introduction; Sentence Structure; Nouns; Verbs; Punctuation; Spelling; Developing Ideas, Organizing Ideas, Writing Exercises (practice opportunities to incorporate the concepts in the learner's writing); Practice Problems (scenarios to develop a persuasive argument); Quiz (affirms learning of course content)

Business Writing Level 2 Course Objectives:

The learner shall: construct technically correct sentences, using a subject, a verb, start with a capital letter, and end with the correct punctuation; proofread sentences to ensure they are complete; use direct and indirect objects in sentences; identify the parts of speech in a sentence; given a passage, identify which are complete sentences and which are fragments; use the correct tense when constructing sentences; correctly form tenses of irregular verbs. Use adjectives to describe nouns; identify adjectives in sentences; use adverbs to modify verbs, form adverbs from adjectives; identify adverbs in a sentence; use commas with dates and addresses; use commas with items in a series, in the greeting and closing of a letter; correctly spell commonly misspelled words; use homonyms appropriately; form contractions correctly. Use outlines, maps, and flow charts to organize information before writing. Write opinions about work situations and support ideas with details. Develop effective paragraphs each containing a topic sentence, body and concluding sentence. Answer who?, what?, when?, where?, and why? in prewriting; use professional tone and style in writing; consider the audience and purpose in writing. Organize ideas in chronological, spatial, and numerical order. Practice

writing complete sentences and paragraphs, given a variety of situations. Write original persuasive responses, given work-related situations. Critically compare original responses with given examples.

Business Writing Level 2 Course Outline:

Introduction; Sentence Structure; Describing Words; Punctuation and Spelling; Organization (prewriting and using tools to plan writing); Writing Practice (multiple choice exercises to practice concepts); Developing Ideas; Organizing Ideas; Writing Exercises (practice opportunities to incorporate the concepts in the learner's writing); Practice Problems; Quiz (affirms course content)

Business Writing Level 3 Course Objectives:

The learner shall: create meaningful sentences using modifying phrases; construct sentences in the active voice and identify passive sentences; transition smoothly between ideas; vary sentence structure to write more interesting papers. Ensure the subject of the sentence agrees with the verb; be consistent in tense and voice; correctly use pronouns; correctly use commas, colons, semicolons, and quotation marks. Consider the audience of the writing; ensure the appearance paper/paragraph is appropriate; implement strategies to start writing; organize ideas in an outline; create paragraphs from an outline. Develop a clear, unified relationship among sentences, paragraphs, and ideas. Write Reasons and Examples, Pro and Con, Process, and Descriptive paragraphs. Practice writing complete sentences and paragraphs, given a variety of situations. Write original persuasive responses, given work-related situations and critically compare original responses with given examples.

Business Writing Level 3 Course Outline:

Introduction; Sentence Structure; Nouns and Verbs; Punctuation; Organization (prewriting and using tools to plan writing); Developing Ideas; Organizing Ideas; Writing Exercises (practice opportunities to incorporate the concepts in the learner's writing); Practice Problems; Quiz (affirms course content)

Business Writing Level 4 Course Objectives:

The learner shall: identify and correct comma splices and run-on sentences; construct parallel sentences and proofread for non-parallel construction; use clear modifiers in writing. Create stronger sentences by using the verb to depict the action; use active voice in constructing sentences; avoid redundancy; write in a professional tone; use inclusive language to ensure the audience is not excluded or offended; spell out acronyms and abbreviations. Clearly establish relationships between ideas; use inductive and deductive reasoning to develop ideas; tie ideas together to improve understanding; create properly formatted business letters. Organize information before writing; use appropriate style and tone in writing. Write coherent reports, manuals, and other workplace documents containing paragraphs that are clearly related to each other and the topic; develop introductory, supporting and concluding paragraphs. Organize information to develop business letters, memoranda, and meeting minutes. Use appropriate language and voice in writing. Practice writing paragraphs and letters, given a variety of situations. Write original persuasive responses, given work-related situations and critically compare original responses with given examples.

Business Writing Level 4 Course Outline:

Introduction; Grammar and Punctuation; Vocabulary; Organization (strategies for developing ideas); Developing Ideas; Organizing Ideas; Writing Style; Writing Exercises (practice opportunities to incorporate the concepts in the learner's writing); Practice Problems; Quiz (affirms course content)

Business Writing Level 5 Course Objectives:

The learner shall: carefully select words in sentences and the structure for sentences; use vocabulary that exactly conveys the meaning; vary sentences in length and style. Review the use of nouns, pronouns, verbs, and conjunctions. Review the characteristics and uses of adjectives, adverbs, and prepositions; identify and correct misplaced modifiers. Punctuate sentences correctly; capitalize appropriately. Use appropriate organizational strategies including time sequence, compare/contrast, cause/effect, generalization supported by evidence. Proofread written passages to identify errors in grammar and style. Organize and develop persuasive arguments effectively. Develop a thesis and support for an argument. Evaluate statements to determine if the position is arguable. Consider potential objections and develop a response. Develop effective introductions and conclusions. Practice writing persuasive arguments, reports, and letters, given a variety of situations. Write original persuasive responses, given work-related situations and critically compare original responses with given examples.

Business Writing Level 5 Course Outline:

Introduction; Sentence Structure; Parts of Speech; Describing Words; Punctuation and Capitalization; Organization; Proofreading (guidelines for checking writing); Persuasive Writing Part I, Persuasive Writing Part II, Writing Exercises (practice opportunities to incorporate the concepts in the learner's writing); Practice Problems; Quiz (affirms course content)

Business Writing Estimated Time of Completion:

Note: Although KeyTrain courses are delivered as an entire course with all Levels we are providing Level completion times.

Course Name	Section Title	Estimated Time of Completion
KeyTrain Business Writing	Introduction and Work Keys Introduction	1 hour
KeyTrain Business Writing	Pre-Test	1 hour
KeyTrain Business Writing	Level 1	8 hours
KeyTrain Business Writing	Level 2	8 hours
KeyTrain Business Writing	Level 3	8 hours
KeyTrain Business Writing	Level 4	8 hours
KeyTrain Business Writing	Level 5	8 hours