



KeyTrain® Writing

Course Objectives, Outlines and Estimated Times of Completion

Writing Course Description:

KeyTrain's Writing course teaches the basic skills necessary to convey information for workplace writing. Examples and situations focus on applying this ability in real-world situations. The KeyTrain Writing program provides recorded excerpts for the students to practice writing what they hear, in order to prepare them for the WorkKeys assessment. The program uses a variety of interactive exercises so that the learner can practice each concept. KeyTrain courses are comprehensive and easy-to-use. A full human-voice sound track and immediate feedback aid learning.

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 consider appropriate organization, using lists and pictorial methods; differentiate between statements and requests. The learner shall practice writing phrases and complete sentences, given a variety of situations.

Writing Level 1 Course Outline:

Introduction; Sentence Structure; Nouns; Verbs; Punctuation; Spelling; Organization (prewriting and putting information in logical order); Writing Exercises (practice opportunities for the skills learned in this course); Quiz (affirms learning of course content)

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; answer who?, what?, when?, where?, and why? in prewriting; use professional tone and style in writing; consider the audience in writing. Practice writing complete sentences and paragraphs, given a variety of situations.

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); Writing Exercises (practice opportunities to incorporate the concepts in the learner's writing); Quiz (affirms course content)

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. Practice writing complete sentences and paragraphs, given a variety of situations.

Writing Level 3 Course Outline:

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

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. Practice writing paragraphs and letters, given a variety of situations.

Writing Level 4 Course Outline:

Introduction; Grammar and Punctuation; Vocabulary; Organization (strategies for developing ideas); Writing Techniques (organizing information before writing); Writing Exercises (practice opportunities to incorporate the concepts in the learner's writing); Quiz (affirms course content)

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. Practice writing paragraphs and letters, given a variety of situations.

Writing Level 5 Course Outline:

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

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 Writing | Introduction and Work Keys Introduction | 1 hour |
| KeyTrain Writing | Pre-Test | 1 hour |
| KeyTrain Writing | Level 1 | 8 hours |
| KeyTrain Writing | Level 2 | 8 hours |
| KeyTrain Writing | Level 3 | 8 hours |
| KeyTrain Writing | Level 4 | 8 hours |
| KeyTrain Writing | Level 5 | 8 hours |