



Administrative Professional Capstone Program

Polish and Shine your Writing for Top Brass Readers

“Remedies for Business Writing Headaches”

Target Audience: Administrative Series Employees:
0301, 0303, 0304, 0305, 0309, 0318, 0322, 0326, 0341, 0342, and 0382

Would you, or someone you know benefit from writing in a more clear, concise, and professional manner? Could you get more done if you did not spend so much time editing and rewriting correspondence? If you said yes to either question, the Administrative Professional Capstone Program is for you and your team.

During this Capstone Program participants will compose, edit, proofread, and issue written materials for review by our subject matter expert, peers, and supervisors. By the end of the program, participants will have gained effective writing techniques to write with purpose, to consider the topic and intended reaction before writing a response with clarity, correct grammar, and formatting. Participants will increase productivity and enjoy less rewriting, editing, and irritating mistakes that take up too much time.

The program will be conducted by Dr. Virginia Wells, Ph.D. in Organizational Systems, and Adjunct Professor of Organizational Psychology, University of Phoenix. Dr. Wells is focused on helping organizations develop collaborative practices and transformational changes necessary to maximize employee performance and drive the organization to succeed.

Every participant will write and complete a capstone project as documentation of course completion to be graded by Dr. Wells and shared with peers and supervisors. Participants must achieve and maintain a scoring metric of 75%.

- **Pre-work: Typical writing sample**
- **Month 1: Business Writing**
- *Weekly writing assignments
- **Month 2: Grammar**
- *Weekly writing assignments
- **Month 3: Editing/Proofreading**
- *Prepare for final assignment
- **Month 4: Capstone**



Administrative Professional Capstone Program

Month 1: Business Writing

Participants will gain the knowledge to edit, write with brevity, and create effective written correspondence (i.e. email, letters, reports, meeting minutes, etc.) in a professional manner.

Writing with Purpose

- How to write in accordance with the purpose of the written product
- Utilize strategies and frameworks to analyze the needs of the audience
- Writing effective emails, briefs, and reports
- Sending the right message, choosing the right words
- How to write clearly and concisely
- Recognition and avoidance of redundancies

Month 2: Grammar

Words are perhaps the most powerful tools on the planet. You use them every day, in your speech and in your writing. How you write reflects your level of competence to those around you. This adult-directed session will focus on the following areas in grammar:

- Punctuation contributes to the clarity of the message. For example, a misplaced comma can change the meaning of a specific message.
- Active vs. Passive Voice and understanding the difference as well as when and why to use either voice.
- Sentence Structure—when should a writer use the simple sentence vs. the compound sentence? What is the purpose of each?
- The Run-On Sentence and the Fragment—how to recognize and correct each.
- Usage—understanding the difference between affect and effect and more.
- Grammar Myths—beginning sentences with “Because” and ending sentences with prepositions.
- Agreement—recognizing the challenge of prepositional phrases and other agreement challenges that confront writers.
- Numbers—when to spell out a number and when to use the numerical value in sentences.

Month 3: Editing/Proofreading

Do you read what you write? A thorough editing and proofreading will help improve the readability, clarity, and tone of the text. Based on completed assignments, this session will focus on practical editing and proofreading techniques to improve work.

Editing:

- Correct issues like sentence construction and language clarity.
- Improve the readability, clarity, and tone of the text.
- Editing other’s documents



Administrative Professional Capstone Program

Proofreading:

- Easily identify misspellings and incorrect/missed punctuation
- Detect inconsistencies (textual and numerical)
- Proofreading other's documents

Month 4: Capstone

- Submit final assignment for SME review.
- Debrief with peers, supervisors, and executive level stakeholders to showcase participants improvement and knowledge gathered through the duration of the program.
- Acknowledge completion and graduation of course.

**Weekly Writing assignments are to be completed and submitted prior to next live virtual meeting.*