



Clear Writing Through Critical Thinking

Overview

The ability to clearly reason through problems and to present arguments in a logical, compelling way has become a key skill for survival in today's world. This training will give you some practical tools and hands-on experience with critical thinking and problem solving to ensure that your writing is clear, concise, and persuasive.

Learning Objectives

This one-day workshop will help you teach participants how to:

- Make their writing clear, complete, concise, and correct.
- Improve sentence construction and paragraph development.
- Deal with specific business requests.
- Thoroughly document sources that they use in their writing.
- Define critical and non-critical thinking
- Identify your critical thinking style(s), including areas of strength and improvement
- Work through the critical thinking process to build or analyze arguments
- Develop and evaluate explanations
- Improve key critical thinking skills to write more effectively
- Use analytical thought systems and creative thinking techniques
- Prepare and present powerful arguments

Module 1: Understanding Critical Thinking

- What is Critical Thinking?
- Characteristics of a Critical Thinker
- Common Critical Thinking Styles
- Making Connections

Module 2: The Critical Thinking Model

- The Standards of Critical Thinking
- Identifying the Issues
- Identifying the Arguments
- Clarifying the Issues and Arguments
- Establishing Context
- Checking Credibility and Consistency
- Evaluating Arguments
- Case Study

Module 3: A Critical Thinker's Skill Set

- Asking Questions

- Probing Techniques
- Critical Thinking Questions
- Paying Attention

Model 4: Creating Explanations and Dealing with Assumptions

- Defining Explanations
- Steps to Building an Explanation
- Making Connections
- Dealing with Assumptions

Module 5: Applying Critical Thinking to Your Business Writing

- Putting It Into Practice
- Presenting and Communicating Your Ideas to Others