Communicating in Writing: Table of Contents & Instructions

This module provides an overview of multiple types of writing practices. Two formats are available: online SCORM (M4_OnlineModule.zip) and face-to-face instruction (M4_F2FCurriculum.zip). These are best used as a lesson in your course but can also be used as a supplemental activity or lecture. You may use as much or as little of the content as desired.

Further, this module is designed to be communications-intensive and requires the submission of multiple written assignments. We suggest that instructors use a peer-reviewing program, such as Peerceptiv (https://peerceptiv.com/), to promote deeper learning and engagement with course content as students submit reviews of peers' assignments. Other similar programs are available online, and your institution may provide a subscription. Check with your institution's help desk for more information.

The online module takes approximately 3 hours to complete.

Learning Outcomes: By the end of this module, students should be able to:

- Develop talking points about a complex agricultural issue.
- Display personal writing identity using a personal persona.
- Explain the positives and negatives of a complex agricultural issue.
- Translate the science of a complex agricultural issue into an easy-to-read infographic.

Contents

Module Contents

The following items are included in this Teaching Materials section:

1. Table of Contents & Instructions (.pdf)

2. SCORM file package (.zip)

3. F2F file package (.zip)
   a. Introduction/Full Written Curriculum
   b. PowerPoints and Videos folder
      - Lectures 1-6
      - Videos 1-8
   c. Handouts folder
      - Lecture Slides
      - 8 Steps of Translational Writing
      - Brochure Steps
      - CDC's Guide to Writing for Social Media
      - Grimshaw's Knowledge Translation
      - Hard News Fact Sheet
      - Inverted Pyramid Method
      - Reflective Writing Models
      - Social Media Tips & Tricks
      - Types of Soft News Stories
      - Examples of Reflective Writing
      - Helpful Hints
      - Reflective Writing Guide
      - References
      - Brochure Example: Ace Poultry Feed
      - Infographic Examples (8)
   d. Assignments/Activities folder
      - Pre Quiz
      - Module Quiz
      - Module Worksheet
      - Post Quiz
      - Writing Activity Options (Brochure, Social Media, and Talking Points)

Instructions for Face-to-Face Curriculum Use

1. <u>Download and unzip</u> the file package named "M4_F2FCurriculum".

2. Open the PDF document titled "Introduction (Read First)". This full written curriculum includes a checklist of all components (handouts, activities, lectures, and videos) and contains cues indicating where each component should be used in the curriculum.

3. Follow instructions to select the content you would like to teach. You may use as little or as much of the curriculum as desired.

4. Answer Keys and Grading Rubrics are provided in the OAKTrust Faculty Teaching Materials Instructor-Only area.

Instructions for Online Module Use

If you have questions about uploading this module, please contact your learning management system helpdesk for support.

1. Before uploading this module to your course, you must choose which activities your learners will complete and submit. Be sure to share this information with your students: the module will instruct learners to "follow your course instructor's guidelines for submitting this assignment". Learners may have the option to choose from the three disciplines provided or can be instructed to use only one option (i.e., "Complete the Plant Science scenarios only").

2. Answer Keys and Grading Rubrics for the following activities are provided in the OAKTrust Faculty Teaching Materials Instructor-Only area.
   □ Module Worksheet Answer Key
   □ Module Quiz Answer Key
   □ Pre Quiz Answer Key
   □ Post Quiz Answer Key

3. Download and <u>do not unzip</u> the file package named "M4_OnlineModule". Follow the guidance of your IT helpdesk or learning management system support team to upload the file package.

4. The following description may be used in your course to provide context and notes to students: *Writing in the workplace is an important component of all industries. Poor writing is frustrating to the reader and often leads to understanding among constituents, so employers seek employees who can write effective messages and deliver an accurate message in a compelling way. You should be sure to answer questions within the module to the best of your ability, as they will determine your grade for this module. Also, be sure to complete the following assignments [edit list as desired]: Pre Quiz, Post Quiz, Module Worksheet, Infographic Exercise, Brochures Activity, and Social Media Post Activity. For both the Worksheet and Activities, you [may choose from all scenarios provided | should complete the Animal/Plant/Poultry Science scenario only].*