

NARA Writing Course



Overview












Every piece of writing in this field, from a simple email to an extensive report, has great impact and can end up discoverable in a court of law. Created specifically to help improve your professional writing in the Human Care Regulatory field, this online course will:


- Critique an individual's writing skills;
- Educate on writing as a process;
- Provide the nuts and bolts of style and grammar; and
- Offers interactive exercises to improve writing for human care licensing documentation.

The Professional Writing Course

The course content is a self contained training launched from the link below. When you have mastered the learning objectives and finished the training you can choose to download the certification exercise below.

-  Introduction
-  Chapter 1: You as a Writer
-  Chapter 2: Writing as a Process
-  Chapter 3: Common Grammar and Punctuation Issues
-  Chapter 4: Style
-  Chapter 5: Writing Reports, Memos, Letters and Emails
-  Chapter 6: Getting Constructive Feedback
-  Chapter 7: Practicing Your Skills
-  Chapter 8: Review and Conclusion

Start Your Course Knowledge Exam.

-  Professional Writing Course Exam

Download Your Certificate of Completion

Menu

Let's get started with the story of an email gone wrong. *(Click on the video to begin.)*




02:31 / 02:40



◀ PREV

Menu



Grab a piece of paper and a pen or pencil, and take five minutes to write about yourself as a writer.

This is what is called *free writing*, meaning you can write anything and everything that comes to your mind-just do not stop writing until the bell rings. Do not worry about spelling, punctuation, or grammar.

No one will see this but you. We simply want you to explore who you are as a writer.

5 Minute Timer ▶ **Start** || **Pause**

◀ PREV

Menu

Most common grammatical

- 1. Fragments, run-ons, and comma splices**
- 2. Subject-verb agreement**
- 3. Quoting**
- 4. Common miscellaneous errors**

◀ PREV NEXT ▶

Menu

Sentence Pattern Variety



Even when we are writing in professional settings it is important to vary your sentences. Otherwise the writing becomes distracting.

For example, "The facility did not pass inspection. The facility did not provide security measures. The facility did not offer an easily accessible fire escape. The facility was difficult to navigate in a wheel chair. The facility was not clean."

◀ PREV NEXT ▶

Menu

Let's get familiar with how to use the rubric on the sample memo you saw in chapter 5.

TO: John Crawford

FROM: Sarah Smith

DATE: 4/12/15

SUBJECT: Creative Writing Workshop at Bedford Manor

The Bedford Manor board of directors has asked the staff to come up with ideas for how to better engage the resident elderly population. Both residents and family have recently complained about the lack of activities, particularly mind-stimulating activities. I am proposing the addition of a Creative Writing Workshop for any and all residents who would like to participate.

Research on the Benefits of Writing

Recent research out of the University of Texas, Austin shows that writing can improve both mental and physical health, especially when people are

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Details

Pricing

Members \$45

Non-Members \$60

Duration

Complete course at own pace

Expect course to take approximately 1-2 hours

Access to course for 1 year

Passing

Minimum score of 75%

Purchase includes two attempts to pass

Participants will need to purchase the course again for additional passing attempts



NARA Writing Course



Improve your regulatory writing today!
Purchase the course at
naralicensing.org/education

Contact NARA for additional questions:
admin@naralicensing.org
888-674-7052

