



# Essentials in Writing

Where Students Learn to Write

**YOUR COMPLETE K-12 WRITING CURRICULUM WITH DVD AND WORKSHEETS**

...WITH MATTHEW STEPHENS

## High School Technical Writing Lesson Content List

Extensive Training in Technical Writing

### Greeting

#### Informal Vs. Formal Writing

### The Writing Process

-PreWriting, Drafting  
Revising, Editing, Publishing

### Topics Discussed

#### Letters/Emails/Memos

- \*Letter of Application
- \*Letter of Complaint
- \*Promotion Letter
- \*Letters of Request
- \*Business Letter
- \*Letter of Recommendation
- \*Reminder
- \*Resume Cover Letter

### Preparing a Speech

### Topics Discussed

#### Reports

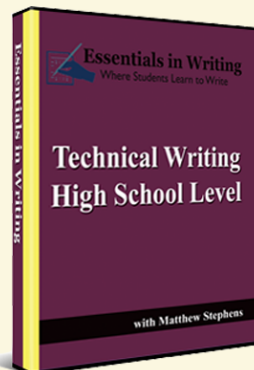
- \*Meeting Minutes
- \*Accident Report
- \*Proposal
- \*Progress Report
- \*Case Studies

### Special Writing

- \*Resume
- \*Advertisements
- \*Newsletter
- \*News Release
- \*Newspaper/Magazine Article

### Effective Writing Techniques

- \*Transitions \*Sentence Structure
- \*Organization \*Voice \*Focus
- \*Person \*Arguments/Evidence
- \*Avoiding Bias  
(When Applicable)



**\*Each lesson is taught by certified teacher, Matthew Stephens**

**\*Presented in DVD format      \*How to... for Parents and Teachers**

**\*Practice Worksheets in PDF format on CD (Workbook available at extra cost)**

**\*Free Phone/Email Support**

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