

PLATO Course ACT WorkKeys—Business Writing—Leveled

Course Overview

The development of the PLATO Course ACT WorkKeys—Business Writing—Leveled aligns Plato Courseware with the strands and topics assessed on the ACT WorkKeys test for Business Writing. The course is divided into five levels based on the complexity of topics covered. The modules within each unit target the essential concepts as assessed on the ACT WorkKeys Test for Business Writing. This course focuses on the study of different writing skills and strategies required to write formal, grammatically accurate, and comprehensible responses in a work environment. In this course, you will find a variety of lessons and activities to improve your knowledge of these strategies.

Course Goals

By the end of this course, you will:

- Begin a memo with a clear purpose statement.
- Write clear action requests in your memos.
- Add clear details to your notes and memos.
- Write directions or instructions.
- List actions for a step-by-step process.
- Organize actions into steps.
- Organize steps into a path or a set of directions for the reader to follow.
- Include sufficient details in each step for the reader to understand.
- Learn about the different forms of writing in a work environment, like business letters, memos, meeting agenda, minutes of a meeting, and letters of applications.
- Identify the topic of a letter.
- Identify the purpose of a letter.
- Write the topic and purpose of a letter as a complete purpose statement.
- Write a clear and tactful business letter.
- Write about past and future actions in a business letter.
- Write letters with more than one topic.
- Divide a letter into parts.
- Write a letter of application in response to an advertisement.
- Write a complete agenda for a meeting.
- Learn how to take notes during a meeting.
- Learn how to write minutes for a meeting.

- List ideas and write focus statements for a report.
- Organize your ideas into sections and paragraphs.
- Write paragraphs from an outline.
- Use transitional phrases.

General Skills

To participate in this course, you should be able to do the following:

- Complete basic operations with word processing software, such as Microsoft Word or Google Docs.
- Complete basic operations with presentation software, such as Microsoft PowerPoint or Google Docs presentation.
- Perform online research using various search engines and library databases.
- Communicate through email.

For a complete list of general skills that are required for participation in online courses, refer to the Prerequisites section of the Plato Student Orientation document, found at the beginning of this course.

Course Materials

- notebook
- pencils or ink pens
- computer with Internet connection and speakers or headphones
- Microsoft Word or equivalent
- Microsoft PowerPoint or equivalent

Course Structure

Business Writing—Level 1

Summary

This level focuses on writing memos with direct purpose statements and clear action requests. You will also learn to include sufficient details in your notes and memos.

Business Writing—Level 2

Summary

This level focuses on including sufficient details in your notes and memos.

Business Writing—Level 3

Summary

This level focuses on writing clear directions for your reader. You will learn to organize actions into steps with sufficient details that a reader can understand. You will also learn how to create a path or a set of directions that allows your reader to make a choice of which steps to follow.

Business Writing—Level 4

Summary

This level focuses on writing business letters. You will learn the strategies to write a clear and tactful business letter. You will identify the topic and purpose of your letter and present them as a complete purpose statement. You will learn how to write about past actions taken by you or the reader and the future actions for you or the reader to take. You will also learn to include more than one topic in your letter. You will learn to divide your letter into different parts and indicate when you change topics.

Business Writing—Level 5

Summary

This level focuses on other forms of written communication required in a workplace. You will learn to write a letter of application for an advertisement. You will learn to write an agenda for a meeting. You will also learn to take notes during a meeting and write the minutes of a meeting. You will use general writing strategy to list ideas for your report, organize those ideas into meaningful sections or paragraphs, and write paragraphs from an outline for your report.