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## GENERAL CORE COMPETENCIES

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### **WRITING SKILLS I**

12 hours

CC0216

This provides an overview of what constitutes effective writing. Emphasis is on developing a clear writing style and avoiding bureaucratic jargon. Other topics include: using effective tone, dealing with common grammar problems, editing and proofreading. There are three exercises to complete that participants will send to an instructor for feedback.

**Population:** All employees at missions

**Mode of Delivery:** Distance Learning - Instructor directed

### **WRITING SKILLS II**

12 hours

CC0207

This course deals with style, tone and grammar. It is a follow-up to "Writing Skills I" and builds on the skills that were developed in that course. More focus is put on the actual writing process, how to get started quickly and easily, organize logically and use strong openings and closings. Participants will send their writing exercises to an instructor for feedback.

**Prerequisites:** Writing Skills I

**Population:** All employees at missions

**Mode of Delivery:** Distance Learning - Instructor directed