

Better Readers are Better Writers

Reading affects writing and writing affects reading. Research shows that the better you read, the better you will be at writing. The more you write, the better you will become at reading.

Every time you read, you receive a writing lesson: how to spell, punctuate, use proper grammar, structure a sentence or paragraph, and organize a text. (Scholastic)

Today's companies depend on all employees to be able to write well, whether they're filling out forms, preparing reports, sending email, developing a website, writing a blog or using written words in some other way. You will be expected to write well enough to communicate clearly on the job.



Here are some types of documents that people in different career pathways write:

Magdalena, a physical therapy assistant enters patient information into a computer file.

Ahmed, a legal assistant, is asked by his manager to write a summary of an idea Ahmed mentioned during a meeting.

Sandy, a security officer at a drug manufacturing firm files a report on a break-in.

Nance, a postal worker, has been reported for taunting the dogs at a residence and is asked to write his position on the incident.

Ramon, owner of expensive cattle, believes law enforcement is not doing enough to catch rustlers and writes a letter of complaint.

Leann, a supervisor at a recycling firm, is asked to write a draft detailing why the workers on her routes finish late each week.

Liam, owner of a small auto shop, writes an explanation to a customer about why charges for a car repair were more than quoted.

Kia, a new hire at a cybersecurity company, is asked to submit a description of what she believes are the five most dangerous cybersecurity infractions.

Action: Describe in a sentence or two one type of writing you might do in your career pathway.

© Career Solutions Publishing

Note to instructors: You can use this activity for two things: A class discussion of the types of writing that occurs in different careers and an exercise to improve writing skills. The writing lessons from *Job Ready Career Skills* will lead your students to being better writers.

***We help teachers prepare and students succeed.
We translate complex concepts into simple, practical lessons.***

Career Solutions Publishing, owned and operated by former educators, is for smart, progressive innovators who want to prepare students for work and college. Our practical and relevant classroom materials get results.

www.careersolutionspublishing.com

csp@careersolutionspublishing.com

888 299-2784

610 993-8249 FAX

{{ legacy.html.Company.HTMLCanSpamAddressBlock }}
~OptOut_24~