

How to Be an Efficient Writer

Course Outline

Module 1: What to do before you start writing

- Step 1: How to define or clarify the project aim
- Step 2: The priorities of science writing
- Step 3: How to develop efficient reading, citation and note-taking habits
- Step 4: How to effectively manage your writing time

Module 2: Getting started

- Step 1: How to plan the stages of document production
- Step 2: How to identify the target audience and purpose
- Step 3: How to align project design with document structure
- Step 4: How to produce a content-rich first draft

Module 3: Managing the ongoing writing process

- Step 1: How to prioritise the writing process
- Step 2: How to critically evaluate your writing
- Step 3: How to seek and respond to feedback

Module 4: Course wrap-up

- How to maintain effective document version control
- How to monitor your writing productivity
- Course recap and additional resources

Your personal course library contains:

- Lecture videos
- Lecture slide handouts #
- Writing exercises #
- Writing exercise example answers #
- Reusable checklists (templates) #
- Reusable worksheets (templates) #
- Resources and Recommended Reading (external links)

These resources are downloadable

^Bonus features:

- Weekly live introductions (webinars) *
- Feedback on exercise answers
- Follow-up course call

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^ Not necessary to complete the course

* Replays available within the course library