

Personalized Tutoring for Key Personnel

Are You ...

- Frustrated by people with great technical skills but poor writing skills?
- Annoyed that you've become the personal editor for your essential staff?
- Concerned that smart people get passed over for promotions, because they can't write well?

The Professional Writing Group can help. We understand that some circumstances require the personalized attention of one-on-one mentoring or small writing workshops. We know how to design writing interventions for even the most sensitive situations.

The Professional Writing Group provides customized coaching that addresses the specific communication problems of your key personnel. We provide constructive criticism and practical advice to help your most important people become more effective communicators. Our personalized training programs provide...

Assessment

- Identifying the writer's strengths and weakness.
- Analyzing the writer's composing process and editing routines.
- Determining the audiences and purposes of the writer's typical communication tasks.

Intervention

- Developing individualized exercises and assignments.
- Planning and conducting tutorials and workshop sessions.
- Providing feedback through written comments and conversations.

Evaluation and Documentation

- Reassessing the author's strengths and weaknesses.
- Planning and executing additional interventions.
- Formally documenting improvement through regular progress reports.



Professional Writing Group
Department of English
University of Maryland
301.405.3774 / 405.3760
engl-pwg@umd.edu