



- Fully Certified by SSNBS.
- Fully registered as company.
- Space for 1 year from November 2021 - November 2022 (Hai-Kuwait, munuki).
- Purchased the container (20ft, 40ft).
- Met All the metal work.
- Electrical wiring is done power meter & connection.
- Boards / Insulation wall.
- Container - 4 rooms
 - Lab
 - Store
 - Brainstorming Room.
 - Content Room.

Writing OER: Content Editing, Clarity and Structure

July 2024

Learning Objectives:

- Learn context and importance of Open Educational Resources (OER).
- Understand how to structure and layout OER documents effectively.
- Develop skills to write and edit text for OER training modules.
- Understand how to work in MarkDown and use HedgeDoc notepads.

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Writing for Open Educational Resources (OER)

What is OER and why is it important?

Writing context for different readers: Influence on structure and style.

What is OER and why is it important?

Open Educational Resources (OER) are freely accessible, openly licensed text, media, and other digital assets useful for teaching, learning, and research.

They include a wide range of materials, such as:

- Textbooks
- Lecture notes
- Curricula
- Assignments
- Tests
- Projects
- Audio
- Video and animations

What is OER and why is it important?

- **Promote Accessibility:** They ensure that high-quality educational materials are available to anyone with internet access, regardless of geographic or economic barriers.
- **Encourage Collaboration:** They allow educators and learners to share resources and collaborate on educational content, fostering a global learning community.
- **Reduce Costs:** They provide free alternatives to expensive textbooks and other educational resources, making education more affordable for students.
- **Enhance Learning:** They offer diverse and adaptable materials that can be customised to fit specific educational needs and learning styles.
- **Support Lifelong Learning:** They provide opportunities for continuous education and skill development beyond traditional classroom settings.

Writing context for different readers: Influence on structure and style

Key Factors



Audience

- Adjust language, tone, and complexity to suit your readers

Purpose

- Define the objective (inform, persuade, entertain, instruct)
- Match the structure and style of the text to the intention / aim

Writing Contexts



Academic: Formal, structured, citations

Professional: Concise, clear, headings, formal tone.

Creative: Flexible, expressive, varied sentence structures

Technical:

- Structured, precise, jargon for expertise level
- most important in the context of OERS

Adapting to various mediums



Print vs. Digital

- Print: detailed, formal
- Digital: brief, conversational, hyperlinked

Social Media

- Engaging, informal, interactive

Cultural Considerations



Language and Idioms

- Mind cultural differences, avoid colloquialisms.

Tone and Formality

- Adjust based on cultural norms.

Structure and Layout for OER documents

Design and Produce Your Content!

Brief introduction to APA Style.

Basic Elements of Documents.

Design and Produce Your Content

Choose a Readable Font



- Use **serif** (e.g., Times New Roman) or **sans serif** (e.g., Arial) fonts
- Prefer familiar and simple fonts
- Use fonts available on both Windows and Mac
- Avoid using more than two different fonts

Make the Font Large Enough



- Use at least 12-point text

Highlight Important Points



- Use bold, larger size, or different colours
- Avoid all capital letters and underlining

Text Alignment



- Use left aligned text (ragged right)
- Avoid justified text to prevent large gaps

Design and Produce Your Content

Place Images with Care



- Place images, graphs, and tables near relevant text
- Ensure they genuinely help explain the content
- Check the file size - hi-res for print, smaller files for online

Line Spacing



- Suitable line spacing: 1.15 or 1.5 (we don't advise double spacing!)
- Avoid too little (1.0) or too much (2.0) spacing

Avoid Background Images



- Do not use illustrations behind text as they can make it harder to read

Use Good Quality Paper (print)



- Prefer uncoated paper for better readability and no glare
- Avoid shadowing by using thick enough paper

Design and Produce Your Content

Ensure Good Contrast

- Strong contrast between text and background
- Use bold font for light text on dark background



Use Colour and Shading Sparingly

- Avoid large blocks of colour and shading to save ink and download space



Brief introduction to APA Style

“APA Style provides a foundation for effective scholarly communication because it helps writers present their ideas in a clear, precise, and inclusive manner.”



APA STYLE

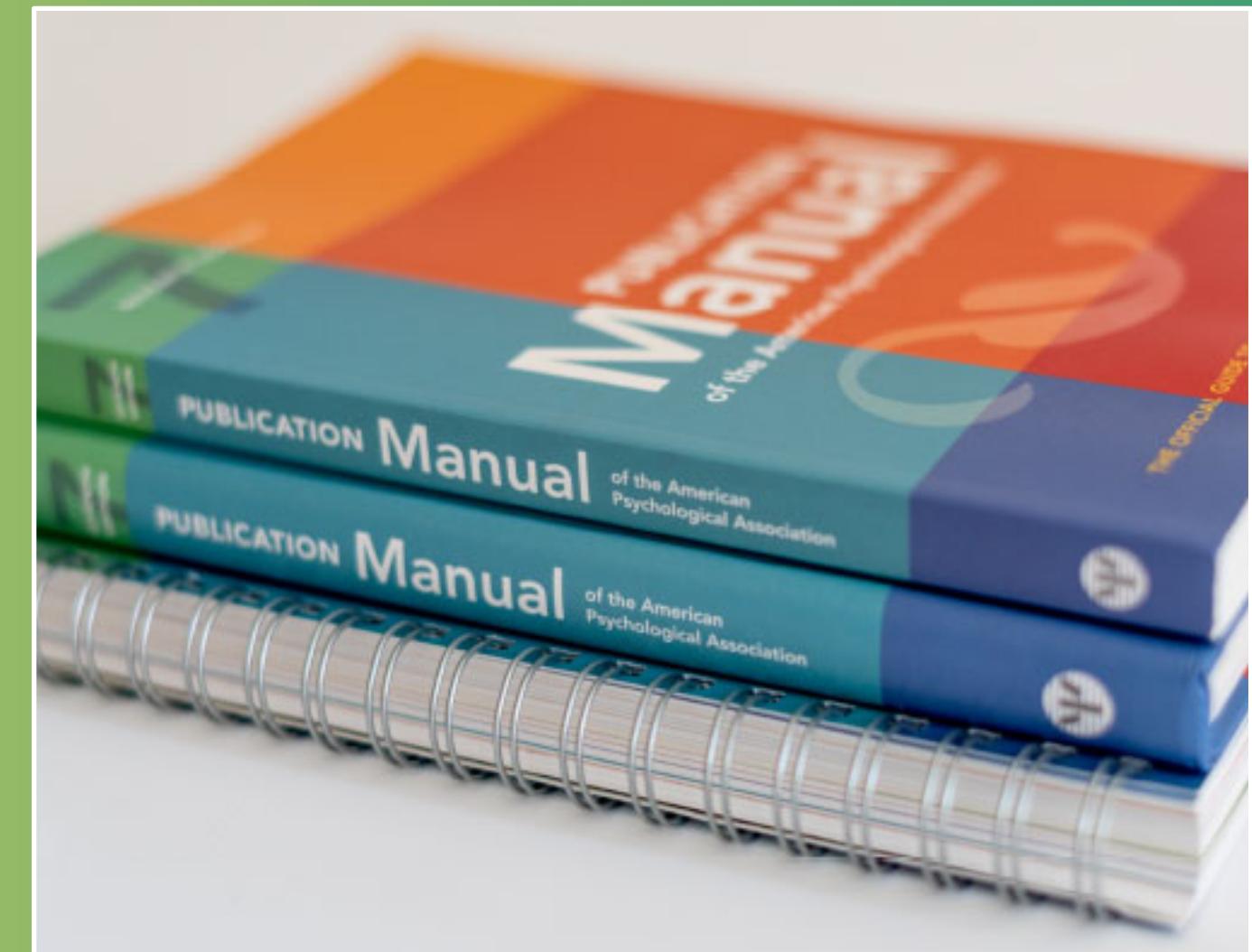
- APA Style originated in 1929
- Style guidelines established by a group of psychologists, anthropologists, and business managers
- Uniformity and consistency enable readers to focus on the ideas being presented
- Scan works quickly for key points, findings, and sources.

Topics of the APA Style Guide

- Paper format
- Tables and figures
- In-text citations
- Grammar
- Bias free language
- Mechanics of Style

Visit the APA Style website to learn more:

<https://apastyle.apa.org/style-grammar-guidelines>



Basic Elements of Documents

Title Page

- Title (centred, bold, in title case), authors name, institutional affiliation, course information

Abstract

- A concise summary of the key points of your research, typically between 150-250 words.

References

- List of references (start on a new page), alphabetized by the surname of the first author of each work

In-Text Citations

- Use the author-date citation system for in-text citations (e.g., (Smith, 2020)).

Footnotes

- If used, footnotes should be placed at the bottom of the page where they are referenced.

Tables and Figures

- List of tables and figures, each on a new page after the references,
- Label tables and figures consecutively,
- Tables should be labelled and numbered above the table, while figures should be labelled and numbered below.

Basic Elements of an OER Document

Google Doc Template

This Google Doc is great for writing your next OER.

[https://docs.google.com/document/d/
1bEwu4bjKz0GePsuOnvzbqj_GnDMgrYDPSWN
UQjhmqXw/edit?usp=sharing](https://docs.google.com/document/d/1bEwu4bjKz0GePsuOnvzbqj_GnDMgrYDPSWNUQjhmqXw/edit?usp=sharing)

GitHub Template

If you're already familiar with Markup, you can use this GitHub template to create your next OER or training.

[https://github.com/ASKnetCommunity/
OER documents template/](https://github.com/ASKnetCommunity/OER documents template/)

Title of your OER Project

Use this `README.md` document to describe your Open Educational Resource (OER). The headlines / structure of this document should serve you as a suggestion. It is written in markdown syntax.

Description of your OER

Please use different hierarchy levels of headlines to structure your document!

Learning Objective

Define what the learner will be able to do after completing this training.

For example: *"By the end of this webinar, participants will be able to explain the key principles of effective written communication and apply editing techniques to improve clarity and engagement."*

Table of Content

Structure your training, lesson, or OER into different segments using headings and subheadings. Include these segments in your table of contents. The table of contents provides an organised overview, allowing readers to quickly find and navigate to the sections of interest.

- [Resource Example](#)
 - [Tools & Materials](#)
 - [Step-by-Step Guide / Instructions](#)
- [Markdown Syntax](#)
- [Licence](#)
- [Wiki](#)

Additional information for this template

Find the related Wiki for this template [here](#) (this is how you embed links)

For further information about GitHub visit: [ASKnet GitHub Guidance](#)

This document is written by using markdown syntax. Clicking on the `Pen Icon` will open the Editing mode, which depict the markdown syntax.

For more information about basic writing and formatting syntax please visit [GitHub: formatting syntax](#)

Editing for Clarity and Communication

Steps to edit and refine your writing!

Peer feedback and revision.

Steps to edit and refine your writing

Content Editing



- Ensure logical order and completeness of information.
- Remove unnecessary content.
- Engage intended readers with appropriate content and tone.

Proofreading



- Check for spelling, numerical accuracy, and layout consistency.

Copyediting



- Simplify sentences and use everyday words
- Maintain consistency in terms and phrases.

Peer feedback and revision

Test Content with Colleagues

- Gather feedback for clarity and readability.
- Conduct user testing with intended readers.

Implement a House Style Guide

- Standardised terminology, job titles, abbreviations, and jargon.
- Include preferred forms for commonly confused words.

Use Readability Tools

- Text editing programs built-in software to check spelling and grammar.
- Use spell check (AI) for readability analysis but rely on human judgement.

Markdown: Helpful tool to write clear OER documents

What is Markdown?

Easy Markdown Code Examples.

Exercise: Let's get started with Markdown!

What is Markdown?

Definition: Markdown is a simplified markup language. It's a language that computers can read, which is used to structure and format text.

Purpose

It is designed to be easy to read and write, converting plain text into HTML.

Simplicity

Markdown uses simple, easy-to-learn syntax for common text formatting tasks like headings, lists, and emphasis.



Compatibility

Widely supported by many platforms, including GitHub, Reddit, and various content management systems.



Portability

Because it's plain text, Markdown files are easy to version control and share across different systems and environments.



Use Case

Commonly used by web writers to format text for web content without writing HTML code.



Easy Markdown Code Examples

```
1 # Markdown Syntax
2 
3 
4 ## Typography
5 
6 
7 
8 # h1 Heading
9 
10 ## h2 Heading
11 
12 ### h3 Heading
13 
14 #### h4 Heading
15 
16 ###### h5 Heading
17 
18 ####### h6 Heading
19 
20 
21 
22 
23
```

Markdown Syntax

Typography

Headers

h1 Heading

h2 Heading

h3 Heading

h4 Heading

h5 Heading

h6 Heading

Easy Markdown Code Examples

```
18 < #!!! Emphasis  
19  
20 **This is bold text**  
21 __This is bold text__  
22  
23 *This is italic text*  
24 _This is italic text_  
25  
26 ++underlined text++  
27  
28 ==Marked text==  
29  
30 ~~Deleted text~~  
31
```

Emphasis

This is bold text
This is bold text

This is italic text
This is italic text

underlined text

Marked text

Deleted text

```
43 < ## Lists  
44 < #!!! Ordered List  
45 1. Item one  
46 2. Item two  
47 3. Item three  
48  
49  
50  
51
```

Lists

Ordered List

1. Item one
2. Item two
3. Item three

Easy Markdown Code Examples

```
51 ✓ #### Unorderd List
52 + Create a list by starting a line with
  `+`, `-`, or `*`
53 + Sub-lists are made by indenting 2
  spaces (or via tab key):
    - Marker character change forces new
      list start:
        * you can use
        + any markdown Bullet Points
        - inside your list
54 + Very easy!
```

Unorderd List

- Create a list by starting a line with `+`, `-`, or `*`
- Sub-lists are made by indenting 2 spaces (or via tab key):
 - Marker character change forces new list start:
 - you can use
 - any markdown Bullet Points
 - inside your list
- Very easy!

```
58 ✓ #### ToDo List
59
60 - [ ] ToDos
61   - [x] Buy some salad
62   - [ ] Brush teeth
63   - [x] Drink some water
64   - [ ] **Click my box** and have a look
65 at the source code!
```

ToDo List

- ToDos
 - Buy some salad
 - Brush teeth
 - Drink some water
 - Click my box and have a look at the source code!

Easy Markdown Code Examples

```
66  ## Embeded links  
67  
68  [ASKnet Website](https://  
asknet.community/)
```

Embeded links

ASKnet Website

```
80  ## Images  
81  
82  ! [ASKnet Logo](https://  
raw.githubusercontent.com/  
ASKnetCommunity/OER_documents_template/  
main/images/asknet-logo.png)  
83  
84  
85  
86
```

Line 86, Columns 1 — 94 Lines | ✓ | ⚙ | Spaces: 4 | SUBLIME | 🔧 | Length 1394

Images



Easy Markdown Code Examples

```
72  ## Code Snippets
73  You can highlight code snippets or
    anything else by using the ` `` `
74
75  Three in a row allows you to select a
    block instead of a line
    ` `` `
76
77  ````highlighted text`````
78
79  Using these code snippets on GitHub, for
    example, allows you to easily copy the
    content.
80
81
```

Code Snippets

You can highlight code snippets or anything else by using the

``

Three in a row allows you to select a block instead of a line

````highlighted text````

Using these code snippets on GitHub, for example, allows you to easily copy the content.

# Easy Markdown Code Examples

```
75 < ## Emoji
76 | You can type any emoji like this :smile:
| :smiley: :cry: :wink:
77 |
```

## Emoji

You can type any emoji like this 😊 😃 😭 😏

```
81 < ## Tables
82
83 | this is a Table | second column |
84 | - | -:|
85 | first line | yes|
86 | second line | hello |
87 |
88 |
```

## Tables

this is a Table	second column
first line	yes
second line	hello

# Exercise: Let's get started with Markdown!

## Tasks:

- Write your name in the level two heading.
- Write "My favourite colours" in emphasised / bold.
- Name your two favourite colours in an unordered list (bullet points).

Follow this link to get started with the #ASKnet HedgeDoc for collaborative writing.

<https://doc.asknet.community/>

→ Just click the '**+ New guest note**' button in the top right of the screen.

# GitHub OER Template Repository

You can access the GitHub OER Template Repository here:

[https://github.com/ASKnetCommunity/  
OER documents template/](https://github.com/ASKnetCommunity/OER documents template/)

- Use the template to create your own OERs on GitHub.
- Write your OER in Markdown.
- Share it with the community.

The template repository also has a wiki that shows you how to set up your own repository and embed images in your document.

[https://github.com/ASKnetCommunity/  
OER documents template/wiki/  
Creating-a-document-with-images-on-  
GitHub](https://github.com/ASKnetCommunity/OER documents template/wiki/Creating-a-document-with-images-on-GitHub)

# Practical Tips for Clear and Engaging Writing

*Practical exercises to help you consolidate your learning.*

# Practical exercises

## Use clear and engaging language

Write a short paragraph using clear and engaging language to describe the training you will offer. Highlight the main points of your paragraph.

## Use Storytelling

Write a brief story or example to illustrate a key point in your document.

Give it some personal detail, humour or local context to establish interest and build engagement with your audience.

# Practical exercises

## Writing Task: Content Editing

Writing Context for Tutorial / How-to Guide Instructions

- How does the intention of your writing influence its style and structure?
- If you are trying to teach a particular skill, how do you transmit that knowledge?
- Pick a topic you know well as an example for writing a training (eg making tea)
- Give clear step by step instructions and important details!
- Check your spelling and grammar

# Practical exercises

## Editing Task part 2.

Write a short paragraph about your training topic and skills you will share.

Edit your paragraph for clarity and flow, keeping your readers interested.

Share your edited paragraph with a peer and receive constructive feedback.

## Group work - Peer Feedback

Based on peer feedback, revise your paragraph with fine tuned editing.

When giving feedback, stay neutral and focused on the text. Offer clear examples for anything you notice that will help to improve the writing.

Anything confusing or that you don't quite get, ask for a clear explanation. Focus on specifics, find words that make sense to give clarity and coherence.

# Collection of Links

## Markdown Pad

HedgeDoc Markdown for collaborative writing.

<https://doc.asknet.community/>

## OER Templates

GitHub: [https://github.com/ASKnetCommunity/OER\\_documents\\_template/](https://github.com/ASKnetCommunity/OER_documents_template/)

Google: [https://docs.google.com/document/d/1bEwu4bjKz0GePsuOnvzbgi\\_GnDMgrYDPSWNUQjhmgXw/edit?usp=sharing](https://docs.google.com/document/d/1bEwu4bjKz0GePsuOnvzbgi_GnDMgrYDPSWNUQjhmgXw/edit?usp=sharing)



## Handout

[https://docs.google.com/document/d/1pF\\_2dBNGB5EbJM40xBhlk8p0ynj64LuV12qSil2Zih8/edit?usp=sharing](https://docs.google.com/document/d/1pF_2dBNGB5EbJM40xBhlk8p0ynj64LuV12qSil2Zih8/edit?usp=sharing)



## Worksheet

[https://docs.google.com/document/d/1MnpfGo1c50SK1bh\\_m0BJ4n0nBObDrdebTrQEWHZhthQ/edit?usp=sharing](https://docs.google.com/document/d/1MnpfGo1c50SK1bh_m0BJ4n0nBObDrdebTrQEWHZhthQ/edit?usp=sharing)



## APA Style Guide

<https://apastyle.apa.org/style-grammar-guidelines>

# Credits & Community - #ASKnet

#ASKnet in full stands for Access to Skills and Knowledge network and is a consortium of community driven organisations with an aim to build a transformative and sustainable open society and a professional media ecosystem.

The network provides a platform for exchange and representation of South Sudanese interests in culture, society, technology, innovation, and business creating a basis for better communication and cooperation.

#ASKnet provides access to knowledge, media, archiving, and promoting an open culture in South Sudan and neighbouring countries.

Visit the #ASKnet website to find out more about the network:

<https://asknet.community/>

# Training & Document by Jodi Rose and Bastian Walthierer

Created for #ASKtraining 2024

<https://training.asknet.community/>

- Create your custom training plan effortlessly.
- Browse modules, assemble your training sequence, and easily adjust settings.
- Print your plan. Ready for a successful training!

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