

Learning Guide Unit 1

Overview

Unit 1: Introduction to Written Communication

Topics:

- Types and forms of Written Communication
- Elements of Effective Writing
- Significance of reliable and credible resources in Written Communication

Learning Objectives:

By the end of this Unit, you will be able to:

1. Apply the essential elements of effective writing to write a clear message or idea.
2. Evaluate online information and identify reliable and credible resources in written communication.

Tasks:

- Read the Learning Guide and the Reading Assignment
- Complete the Class Introductions post (in the Class Introduction Forum)
- Complete the Discussion Assignment by posting in the Discussion Forum
- Respond to two of your classmates' posts in the Discussion Forum
- Submit the assignment activity
- Take and submit the Self-Quiz
- Check out the **Student Toolbox** (on the right-hand side menu) for quick access to essential resources that will support your learning journey.

