



General Principles for Effective Writing

Course description

This course is designed to equip participants with the skills necessary to effectively identify, organize and synthesize information for a problem statement. From identifying relevant issues to creating clear and concise summaries, this course provides the tools and techniques to effectively communicate complex ideas in the context of CAPA process.

At the end of the course you will be able to:

- Identify efficiently the main issues and relevant situations in a set of information.
- Analyze the relevance of the identified issues in relation to the main topic to be communicated.
- Summarize initial ideas succinctly and clearly to facilitate understanding and analysis.
- Organize information using concept mapping techniques to visualize relationships between findings and the main theme.
- Use key language steps to synthesize information effectively and accurately.
- Identify ambiguity and redundancy in information and apply techniques to eliminate them.
- Apply principles and methods to identify information effectively and exercise good judgment in the synthesis process.

Main topics

- 1 Identification of the main issue/situation
 - Identification of relevant issues
 - Initial Idea Summary
- 2 Organizing the Information
 - Conceptual Idea Mapping
 - Establishing relationships between discoveries and main issue
- 3 Summarizing Information
 - Key Language Steps
 - Identifying ambiguity and redundancy
 - Techniques principles and methods for identifying information effectively

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Course features

- Instructor Led
- Duration: 6 hours
- Tools and templates
- Applied learning
- Course certificate