



U.S. Fish & Wildlife Service

National Conservation Training Center

Conserving the Nature of America

CLM3167 - Critical Writing/Critical Thinking

Course Code	CLM3167
Course Title	Critical Writing/Critical Thinking
Description	<p>This intensive, hands-on writing course is designed to achieve excellence in writing through clarity in thinking. Critical thinking involves evaluating information to reach a well-justified decision or recommendation and critical writing is the clear, unambiguous communication of your information. The goal of this course is to develop your skills as a writer and editor/reviewer in order to make FWS policy and science writing clear, well-organized, persuasive, and logical.</p> <p>OBJECTIVES:</p> <ul style="list-style-type: none">• Engage the various stages of the writing process (invention, arrangement, selection, writing, revision, and editing) when composing documents.• Consider the essential elements of content, organization, tone, and clarity when writing.• Construct sound, logical, and compelling arguments.• Develop, organize, and link ideas resulting in clear, persuasive, and logical writing.• Use critical thinking skills to differentiate between fact and opinion, identify author bias, develop inferential skills, and recognize logical fallacies and faulty reasoning.• Apply simple techniques (such as the IRAC format) that make your documents analytical, reasoned, and understandable.• Write well-organized sentences, paragraphs, and documents using proper conventions with reference to legal and biological standards.• Apply grammar, sentence structure, and plain language rules.• Diagnose problems in writing samples and determine improvements that could strengthen the piece.• Edit and revise your writing so that it is concise, contains relevant information, and is free of errors. <p>TARGET AUDIENCE:</p> <p>This course is designed for individuals who are competent in basic writing skills but are interested in strengthening their ability to communicate through their government writing. This class is designed for technical staff who want to construct more compelling, logical, and persuasive arguments and whose job it is to write or review a variety of regulatory program documents, including findings, decision documents, technical reports, recommendations, comment letters, informational documents, and planning documents. This course does not cover how to write journal articles for publication in scientific journals. For this type of training, please see Scientific Writing for Publication – Course and Clinic (CSP3182).</p>
Delivery Method	Instructor Led
Non-FWS Fee	\$995.00
Instructional Hours	36
Credits/CEUs	3.0
Course Content Contact	Linda Lufkin: linda_lufkin@fws.gov; (304) 876-7484; linda_lufkin@fws.gov
Curriculum Category	Communications
Course Frequency	Once per year
Registration Category	Wait List
Registration Link	Register in DOI Talent
DOI TALENT Course Type	ILT
College Credit Name	Semester Hours

College Credit Value	2

Schedule: CLM3167 - Critical Writing/Critical Thinking

Start	End	Session Information	Location	Session Contact
7/15/2019	7/19/2019	For registration questions contact: katie_poston@fws.gov For course content questions contact: linda_lufkin@fws.gov	National Conservation Training Center (NCTC)	katie_poston@fws.gov