

**Soft-Train**



*At Soft-Train  
Technology Works*

# How to Write Fast When it's Due Yesterday (2 Days)

**COURSE GOAL:** Write quickly, easily and effectively no matter how tight the deadline.

**PREREQUISITES:** None.

**LEARNING OBJECTIVES:**

Upon completion of this course the student will be able to:

- Use special writing techniques that will help to stay calm in the midst of chaos
- Master powerful thinking skills and be able to plan for spontaneity
- Develop a mindset that focuses on pure speed to complete writing tasks quicker

**KEY TOPICS:**

**I. QWP: The Quick Writing Process**

- A. Preparing
- B. Planning and Generating
- C. Time and Space
- D. Generating the Argument-Outline
- E. Producing the Raw Draft
- F. Producing the Roughly Final Draft
- G. Producing the Final Draft
- H. The Integrated QWP System

**II. The Writer Under Pressure**

- A. Applying QWP: Reader and Writer
- B. Exam Writing
- C. Preparing and Planning Research Writing
- D. Generating and Producing Research Writing
- E. Writing for Organizations: The Communication Problem
- F. Improving Organizational Writing
- G. Becoming Independent Writers