



**Keys to
Literacy**

Keys to Content Writing – Grades 3-12

Live Virtual Professional Development

This two-day virtual, live professional development focuses on writing instruction across all subjects for students in grades 3-12. Participants learn best practices to address the writing requirements of state writing standards, including frequent writing in all content areas.

Virtual-Live Format: The Keys trainer will use Zoom video conferencing to deliver this training in an interactive format using features such as breakout rooms and chat.

Training Topics:

- **Writing Basics:** teaching principles (explicit instruction, using mentor text, providing opportunities for peer collaboration, differentiated instruction and use of scaffolds)
- **Quick Writes:** short writing tasks to support writing in all subjects
- **Sentences & Paragraphs:** activities designed to develop strong sentence and paragraph writing
- **Stages of the Writing Process:** teaching students to follow a think, plan, write, revise process; scaffolds for each stage of the process
- **Summary Writing:** teaching tips and scaffolds for writing summaries in all subjects
- **Three Types of Writing:** teaching the text structure of informational, opinion/argument, and narrative writing
- **Writing from Sources:** teaching a routine for writing responses to teacher-generated prompts based on sources

Who Should Participate

Grades 3-12 educators who want to learn effective writing instruction practices for all students, including students who have difficulty with writing.

IMPORTANT INFORMATION

DATES: January 28 & February 11, 2025 **COST:** \$325 (includes training manual)

TIME 9:00AM - 3:30PM (Eastern Time)

TWO WAYS TO REGISTER...

Online: Complete the registration form and submit payment on our website: <http://keystoliteracy.com/events/>

Mail/Fax: Complete the registration form (next page) and submit with purchase order or check payment (payable to Keys to Literacy, LLC).

ADDRESS TO SHIP BOOK

Please note that we will be mailing the training books to participants at their home address, so **we need your home mailing address on the registration form.**



**Keys to
Literacy**

Registration Form

(Each registrant must complete a registration form. Payment or P.O. must accompany form OR register online at <http://keystoliteracy.com/events/>.)

SECTION 1: PARTICIPANT information

NAME: _____ POSITION/TITLE: _____

SUBJECT: _____ GRADE: _____

DISTRICT/ORGANIZATION: _____ SCHOOL: _____

HOME MAILING ADDRESS to ship book: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: (_____) _____ MOST USED EMAIL: _____

SECTION 2: SESSION information

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QUESTIONS?

Contact Melissa Powers at
(978) 948-8511, ext. 202 or
melissa@keystoliteracy.com

REFUND/CANCELLATION POLICY

- If you cancel **3 days or more prior** to training, you will be issued a **50% refund**.
- **No refunds** will be issued for "no shows" or cancellations within 72 hours of training.
- Substitutions accepted.

SECTION 3: PAYMENT information

Please include completed registration form with payment.

check/money order enclosed
(payable to **Keys to Literacy**)

purchase order # _____
(if available)

Please mail to:

Keys to Literacy
319 Newburyport Turnpike, Suite 205
Rowley, MA 01969

OR

fax to: (978) 948-8611

To pay with a credit card, please register online:

<https://www.keystoliteracy.com/events/>

CONFIRMATION

Your registration will be confirmed by email. **PLEASE NOTE:** You are **not** registered unless you receive a confirmation email!