



**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.

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### 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:** May 13-14, 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.**



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# 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](mailto: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!