

# Learning Express Library



## **Introduction**

Learning Express Library is an interactive online learning platform of practice tests and tutorials related to writing, reading, job and career success skills, and math skills. This brochure highlights the **writing and career aspects of Learning Express Library**. Each course is designed to enhance your knowledge using examples and tests.

## **Business Writing and Success Skills:**

### **Business Formats**

Course duration=approximately 120 minutes

- Learn how to write proposals, emails, and instructions

### **Find Your Audience**

Course duration=approximately 120 minutes

- Discover the appropriate language to use for your audience

### **Get Organized**

Course duration=approximately 120 minutes

- Create an outline and learn its purpose

### **Grammar/Spelling**

Course duration=approximately 120 minutes

- Obtain tips on punctuation, spelling, and grammar

### **Word Choice**

Course duration=approximately 120 minutes

- Consider the correct language to use when writing.

## **Writing Skills Improvement:**

### **Grammar Practice Exercise**

Two courses, approximately 50 minutes each

- Learn about sentence structure, capitalization, subject-verb agreement, and more...

### **Fundamentals of Writing Course Series**

Five courses, 2 2.5 hour tests each

- Discover the essential steps of writing a paper:
  - Prewriting
  - Drafting
  - Revising
  - Editing

## **Job and Career Success Skills:**

### **Finding a Job That's Right For You**

Course duration=approximately 120 minutes

- Find out more about your "professional" self
- Investigate your likes and dislikes
- Realize what career avenue you should take

### **Job Search and Networking Skills**

Course duration = approximately 120 minutes

- Learn about job fairs and job recruiters
- Polish your networking skills
- Discover the best places to look for a job

### **Creating a Great Resume**

Course duration = approximately 120 minutes

- Learn what makes a great resume by creating one
- Familiarize yourself with frequently used resume formats
- Determine the appropriate phrases to illustrate your skills

### **Creating Great Cover Letters**

Course duration = approximately 120 minutes

- Establish what information you should include
- Find out how to professional organize your letter
- Realize the importance of including a cover letter

### **Interview Tips to Get the Job You Want**

Course duration = approximately 240 minutes

- Discover how to prepare yourself for the interview
- Practice answering and asking questions
- Learn how to assess the position, is it right for you?

### **Success on the Job**

Course duration = approximately 180 minutes

- Find out how to advance in your workplace
- Learn how to manage your time effectively
- Determine how to resolve disagreements with co-workers

