



Fundamentals of Writing

Fundamentals of Writing gives writers the tools they need to succeed in college and beyond. Participants will learn how to choose a topic, frame arguable claims, gather and organize evidence, draft with intent, and revise for precision and impact. By the end, learners will hold a completed essay and a repeatable method they can rely on throughout their academic career—so their ideas come through clearly, credibly, and in their own voice.

Modules	Focus Area	Takeaways	Key Exercises
Module 1 Writing as Thinking	<ul style="list-style-type: none"> Essay planning and development, featuring Kelly, author of “The Successful Failure of the Common Core State Standards” 	<ul style="list-style-type: none"> Explain the purpose of academic writing Define key terms for the planning and initial development of an essay Engage in planning and generating ideas for an original essay Decide when to write with AI and when not to 	<ul style="list-style-type: none"> Select a topic, object of study, and driving question for your essay Develop an argument, thesis statement, counter arguments, and implications for your essay
Module 2 Writing as Research	<ul style="list-style-type: none"> Conducting research and engaging with critical debate, featuring Joseph, author of “Noodles Are Not Pasta” 	<ul style="list-style-type: none"> Distinguish between primary and secondary sources Locate secondary sources Understand and evaluate sources Engage in critical debate based on secondary research around a topic Use secondary sources to develop and strengthen an argument 	<ul style="list-style-type: none"> Identify, access, and evaluate relevant secondary sources for credibility Read, analyze, and evaluate the ideas in secondary sources Write a critical debate overview that positions original ideas in relation to the published writing of others Finalize an argument in preparation for writing a paper
Module 3 Writing as Writing	<ul style="list-style-type: none"> Create a first draft, featuring Izumi, author of “Why a Cafe in Copenhagen Gives People Who Use Drugs Clean Needles” 	<ul style="list-style-type: none"> Effectively structure an essay Formulate claims in support of a thesis statement Use AP style to cite sources correctly Design paragraphs that flow smoothly Support claims with reasoning and evidence Integrate sources seamlessly into writing, while avoiding plagiarism Edit grammar and punctuation to eliminate language errors Add style to a paper through creative flourishes 	<ul style="list-style-type: none"> Outline an effective introduction, body, and conclusion to a paper Develop a detailed outline into a first draft Edit first draft for language and style Invite feedback on writing from trusted readers

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<div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); background-color: black; color: white; padding: 5px; font-weight: bold; margin-right: 10px;">Module 4</div> <div style="background-color: #e0e0e0; padding: 10px; flex-grow: 1;"> <p style="margin: 0;">Writing as Revision</p> </div> </div>	<ul style="list-style-type: none"> • Revise your essay, featuring Nico, author of “A Livable Planet Is a Human Right—But the UN Can’t Do Much About It” 	<ul style="list-style-type: none"> • Articulate the importance of feedback in the writing process • Provide specific and actionable feedback in a constructive manner • Incorporate feedback from different sources into a revision plan • Revise an essay based on feedback 	<ul style="list-style-type: none"> • Draft specific, actionable feedback for other writers using a constructive tone • Prompt AI to provide feedback on your writing • Receive, organize, and respond to feedback received from peers, AI, and trusted readers • Create a revision plan • Revise writing into a polished, finalized form

Learning requirements: In order to earn a Certificate of Completion from Harvard Online, participants must thoughtfully complete all four modules, including satisfactory completion of the associated quizzes, by the stated deadlines.