# Writing-to-Learn in Science and Business

# A Few Helpful Examples for Project Management Writing

## Project Log

A notebook or journal composed of frequent entries recording progress and plans during an ongoing research project. The main purpose of the project log is to keep a project on task and moving forward.

Project logs include:

* Informal notes, hypotheses, questions, or tentative discussions
* Completed work and upcoming work
* Actionable plans for work completion

### Write and Pass

Write and pass is a simple in-class, informal writing-to-learn exercise that gets students to collaborate on pieces of writing while building on each other’s thinking.

The write and pass activity includes these steps:

* Teachers ask students to spend a minute responding in writing to a specific question
* The response is passed to the next person in the group, who revises, critiques, or responds in some way
* This is repeated until everyone in the group has received has responded to each person’s writing

#### Directed Freewriting

Directed freewriting is a form of in-class writing in which teachers guide student writing through a series of prompts or questions to help deepen students’ thinking about a topic. Here are two sample ways of using directed freewriting in science or professional courses.

Interpreting Data:

* The teacher asks students to spend two minutes writing a description of the data collected
* Then, students spend a moment underlining one interesting piece of the description that either confirmed or challenged their original hypothesis
* Students then spend two minutes writing an explanation of why that piece of data description is significant to the experiment

The Progress Report:

* For two minutes, each student describes the work completed for the project
* Then, each student records one challenge or problem that has arisen in the project
* Students then spend two minutes brainstorming and recording a potential plan of action for

addressing the challenge