

FROM ELTEC2 TO THE NATO WRITING STRATEGIES COURSE



Peggy Garza
Partner Language
Training Center
Europe (PLTCE)

NATO WRITING STRATEGIES

ELTEC2: A PRODUCT OF ADL WG & BILC COLLABORATION



Welcome to the NATO English Language Training Enhancement Course 2 (ELTEC2).

If you are interested in improving your writing skills, you are not alone. NATO staff officers who responded to a language needs analysis survey identified writing as their most challenging task.

ELTEC2 is designed to help you develop your writing skills for staff work in a NATO environment by focusing on strategic writing, the kind of writing most

A screenshot of the ELTEC2 course interface. On the left is a navigation menu with the course title 'NATO English Language Training Enhancement Course 2 (ELTEC2)' and a '7% COMPLETE' indicator. The menu items are: 'INTRODUCTION', 'Getting Started' (checked), 'Direct and Concise Language', 'Direct and Concise Language Quiz', 'Cohesion (Types of Transitions)', 'Tone in Written Communications' (selected), 'Parallel Structure', 'Gender-Neutral Language', and 'Gender-Neutral Language Quiz'. The main content area shows the lesson title 'Tone in Written Communications' with a green underline. Below it is a green header for 'Lesson Objectives' containing two bullet points: 'Raise awareness of tone's effect on readers in written communication' and 'Learn the best wording to use tone in writing'. At the bottom is an illustration of three people in military uniforms standing in front of a large screen. The screen displays a diagram with four boxes: 'Goal: Clear Communications', 'Accusatory Tone', and 'Sarcastic Tone'. The diagram shows a path from the goal to the tones, with arrows indicating relationships between them.

ELTEC2

10 MICRO LESSONS

- Direct and Concise Language
- Cohesion (Types of Transitions)
- Tone in Written Communications
- Parallel Structure
- Gender-Neutral Language
- Common Phrases
- Using "the"
- NATO Spelling
- Comma Usage
- Hyphen Usage

ELTEC2 IS NOW AVAILABLE !!!!



- NATO JADL LMS
- GlobalNET LMS under PfPConsortium area
- NATO DEEP Portal
- NATO Writing Strategies LMS

BILC FEASIBILITY STUDY WORKING GROUP

Members: 8 nations + ELTEC team

Purpose: to determine feasibility of using ELTEC2 in a blended program

Three virtual meetings; feedback on ELTEC2

Conducted a survey to determine interest, feasibility and course content considerations

Discussion of course design and structure

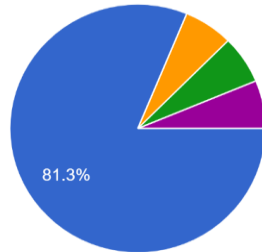


SURVEY RESULTS

16 NATIONS RESPONDED

Our nation is interested in enrolling learners in an online writing course.

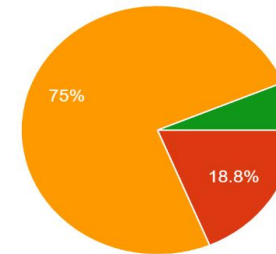
16 responses



- Yes
- No
- Possibly
- We already have an online writing course to be launched in 2021
- We are interested in using online segments to supplement our integrated classes on the officer training courses

Our preference is for a _____.

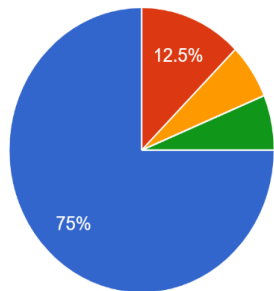
16 responses



- fully synchronous online course delivered in real time
- fully asynchronous/self-paced course with individualized instructor feedback
- blend of the above training approaches
- there should be various options

Our nation has the technology/knowledge necessary for virtual training (sufficient band-width, unlimited Internet access, familiarity with online training platforms such as Big Blue Button, etc.).

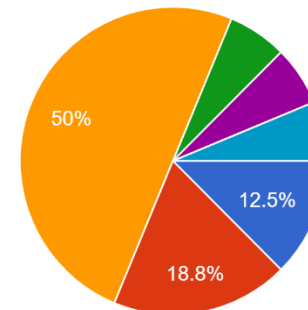
16 responses



- Yes
- No
- Not sure
- sufficient band-width, familiarity with platforms such as Merlin, Zoom, MS Teams

The total number of course hours is expected to be 30. What course schedule would you prefer?

16 responses



- Two weeks, 3 hours a day
- Three weeks, 2 hours a day
- Four weeks, flexible schedule per week
- Flexible schedule
- 1 Week compact
- A self-study approach where students can check in at their convenience

TARGET AUDIENCE AND COURSE AIM

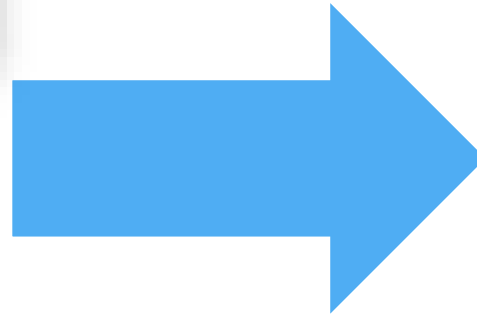


- Participants should be current/future NATO staff officers
- The course is designed to develop the participants' work-related writing skills and to familiarize them with strategies for producing written documents and correspondence IAW NATO conventions.

COURSE DESIGN AND DEVELOPMENT



ELTEC 2



NATO Writing Strategies
Course

TEAM

Content Specialists/Facilitators

PLTCE + CAN (Jana Vasilj-Begovic)

Instructional Designers

ADL WG

NATO School eLearning Experts

GlobalNET LMS

PERSONAL DESKTOP ▾ LAST VISITED ▾ MY CERTIFICATES MY GLOBALNET

Repository ▸ PLTCE ▸ PLTCE Courses ▸ NATO Writing Strategies Course

NATO Writing Strategies Course

Status: Offline

Content Timeline Info Settings Members Learning Progress Metadata Export Permissions Show Member View ▸

View Manage Sorting Customize Page

Add New Item ▾

News
0 News Item(s)

Calendar
23. May 2021
Pre-Course Assignments DUE!

iCal

NATO WRITING STRATEGIES

24 MAY - 18 JUNE 2021

00:00 00:00

- ▶ COURSE INFORMATION
- ▶ COURSE AIM AND OBJECTIVES
- ▶ COURSE FACILITATORS

DECISIONS

- Fully Online
- Not Blended
- 4 weeks, mix of synchronous and asynchronous

Performance Objectives

- Produce clear, concise and well-organized writing
- Demonstrate STANAG 6001 Level 3 (professional) writing proficiency
- Implement standard NATO conventions in written documents and correspondence
- Apply the principles of the writing process
- Develop editing skills (self-editing and peer-editing)



NATO WRITING STRATEGIES COURSE PILOT VERSION



24 May-18 June 2021

8 participants

**Future NATO Staff officers from
BGR, CZE, DNK, ESP, ROU, SVK, SVN**

COURSE STRUCTURE

Synchronous

3 hours per week

Asynchronous

4 hours per week

Individual Conferencing

1 hour per week

0

Pre-Course Tasks

- Self-assessment
- Authentic writing samples

1

Week 1

- NATO writing characteristics
- Emails
- Writing Process
- Genre Analysis

2

Week 2

- Point papers
- Editing- self and peer
- Online writing tools

3

Week 3

- Executive summaries
- Meeting minutes
- Level 3 writing

4

Week 4

- Individual writing challenges
- Portfolio assessments

COURSE OUTLINE

PLATFORMS



- Plenary sessions
- Syndicates
- Pair work
- Conferencing



- Discussion forum
- Micro lectures
- Activities
- Portfolios

COURSE CALENDAR



MAY-JUNE 2021

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	23	24	25	26	27	28	29
WEEK 1		COURSE BEGINS Course Introduction & Writing in NATO Micro Lecture #1 What is Good NATO Writing?	Micro Lecture #2 Intro to the Writing Process Micro Lecture #3 Application Activity	Activity #1 NATO Writing Analysis Micro Lecture #4 Comparisons of Writing Types in NATO	E-mail Writing Activity #2 Writing Emails	Activity #3 Email Writing Task Portfolio WEEK 2 FOLDER Micro Lecture #1 Genre Analysis	Survey #1
	30	31	June 1	2	3	4	5
WEEK 2		Conference Writing Task- Email Email DUE Genre Analysis Clear & Concise	Activity #1 Point Paper Writing Task Portfolio	Conference Writing Task as needed Micro Lecture #2 5 Tips for Editing Activity #2 Authentic Errors	Self & Peer Editing Online Editing Tools Activity #3 Peer-edit	Activity #4 Exec Report	Survey #2
	6	7	8	9	10		12
WEEK 3		Conference Writing Task- Point Paper Executive Summaries Activity #1 Exec Sum Writing Task Portfolio	Point Paper DUE Activity #2 Peer edit	Conference Writing Task as needed Micro Lecture #1 Meeting Minutes Micro Lecture #2 Meeting Recordings	Meeting Minutes	Exec. Sum. DUE Activity #3 Level 3 Analysis Portfolio	Survey #3
	13	14	15	16	17	18	19
WEEK 4		Conference portfolio as needed Putting it all together Activity #1 Finalize Portfolio	Submit Final PORTFOLIO	Final Conference Portfolio & Writing Goals	Course Take-Aways Survey #4	COURSE ENDS Complete End-of-Course Survey	

KEY

SYNCHRONOUS SESSIONS
LIVE facilitator-led lessons held at 1330-1500 every Monday and Thursday

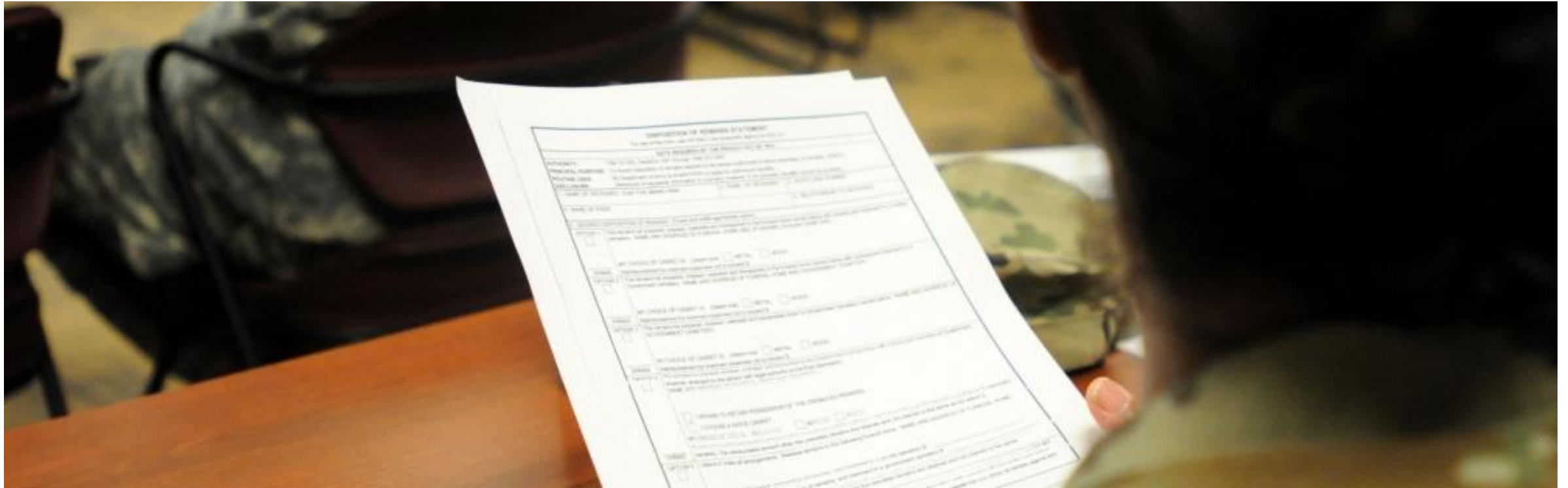
ASYNCHRONOUS WORK
Assignments you do on your own in preparation for each synchronous session.

Activity
Micro Lecture

WEEKLY WRITING TASKS
Assignments given each week that you will conference on; final drafts will be submitted in Final Portfolio.

CONFERENCE SESSIONS
You will meet with your assigned facilitator (normally on 2 days for 30 min.) on your weekly writing task or a topic of your choosing.

WEEKLY SURVEY
You'll fill out a quick survey each week as part of the pilot course to provide feedback on the lessons and activities.



THANK YOU!