



## **Clarity English: Practical Writing**

Whether it is in your personal or professional life, you will need to know how to use different styles of writing. With Practical Writing, you will learn the most effective writing skills from sending emails to writing essays.

It helps you understand how to use written English both for school and for personal reasons by learning how to structure a message, select the right vocabulary, and choose the right style.

## **Logging in**

To access [Practical Writing](#), click on the link and provide your membership number (from your card, starting with 2000, or if you signed up online, your member number starting with C).

Please enter your library card number or ID:

Start

The first time you use Practical Writing, you can register yourself and sign in to keep track of your progress. You can also choose to just continue as a guest if you do not want to track your progress.

Sign in / Register

Continue as a guest

As Practical Writing is by Clarity English, you can use your sign-in across all the other Clarity English products.

Sign in with your ClarityEnglish account.



[Forgot your password?](#)

[Create an account.](#)

Back

Sign in

Select Create an account the first time and fill in your email and create a password. You will need to enter the password twice.

Create your ClarityEnglish account here.

Email

Password

Confirm password

Cancel

Register

It will then allow you to sign in with that login.

## Home page

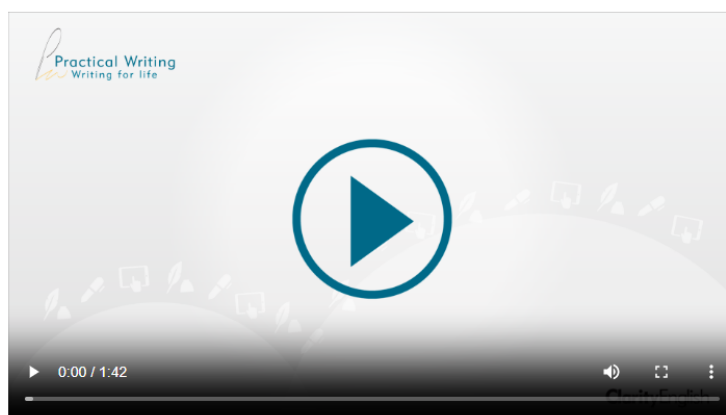
Once signed in, the page will open to types of writing you can learn about. Start with whichever you are interested in.



## Starting a course

Once you have clicked on a lesson, the first page will provide you with a video of what to expect in this unit.

 Job applications: your online profile



Channel 1

Channel 2

Can't view the video? Try another channel.

You can find the transcript in the Resource Bank.

If the video does not appear, try one of the other channels. Press Play (the white triangle on the video) to play the video.

You can click on the arrow pointing right to move to the activities of this unit.

- What will I learn?
- Your online profile: overview
- What does a profile look like?

Click on the activity you want to do.

Read the blog post on the left and answer the questions on the right.

**Damian Murphy**  
Employment consultant, Jobs4Us

13:45 May 24

Would you turn up to a job interview with dirty shoes? If you were applying to go to college or university, would you go to the open day in a pair of torn jeans? Of course not. Why? Because you know that your appearance is important. First impressions make all the difference; they really can help you get the job or the college place.

1. What does Damian really mean when he talks about 'dirty shoes'?
  - A. You need to be tidy at a job interview.
  - B. You need to be tidy online as well.
  - C. You need to be tidy in your personal life.
2. Damian believes that your personal profile...
  - A. ... has a major impact on your life.
  - B. ... is important socially.
  - C. ... is not that important.

Activities may change with each unit. Most involve choosing an answer, clicking on a word and dragging it to the right place, or typing the answer in. At the top of the page, you will see Marking, Start again, and Next.



Marking



Start again



Previous



Next

Start again resets all your answers without checking if they are right.

Marking tells you what you got wrong. If you made any mistakes, Start again will change to Try again. You can press that to keep the answers in place but move them around until you think you got them right. You can take as many tries as you need.

You scored 17% in this exercise.

✔ Correct 1
✘ Incorrect 2
? Missing 3

×

the right.

13:45 May 24

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2. Damian believes that your personal profile...
  - A. ... has a major impact on your life.
  - B ... is important socially.
  - C. ... is not that important.
3. The majority of employers think that spelling and grammar are important.
  - A True
  - B. False

You can move to Next at any time, even if you did not get 100% correct.

You can leave the unit at any time by clicking the Home button in the top left corner. At first, it will take you to the unit activities, but if you keep clicking on the green house, it takes you all the way back to the first page.



At the top of each unit, there is a little menu.



Starting Out




Practice Zone



Resource Bank

Starting Out is the video that tells you what to expect, and Practice Zone is where you find all the activities for the unit.

Resource Bank has PDFs that help you do the units. They might have study sheets, video transcripts, example answers, and more.

 Job applications: your online profile

Study Sheets



Write a personal  
profile



Ideas for  
proofreading



Practise  
proofreading



And finally...

## **Progress**

From the home page, you can also find a progress report at the top of the page.



Progress Report

This lets you see how you are doing.



Coverage



Compare



Analysis



Score Details



Certificate

- Coverage tells you how much you have done.
- Compare shows how much you have done compared to other users around the world.
- Analysis tells you how much time you have spent.
- Score Details tells you how you went on the activities.
- Certificate lets you download a certificate to show you have completed all exercises in a level once you are finished.