



Clarity English: Practical Writing

Practical Writing teaches you effective writing styles. This will help you use write in English for your personal or professional life. It includes:

- emails,
- essays,
- job applications,
- texting,
- official letters.

You will learn how to format a message and how to choose the right words.

Logging in

To use [Practical Writing](#), click on the link. You will need to enter your library card number. This starts with 2000. If you are an online member, your number starts 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**. This will not save any lessons you do.

Sign in / Register

Continue as a guest

Skip this step if you have already made a log-in. 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 enter your email and create a password. You will need to enter the password twice.

Create your ClarityEnglish account here.

Cancel

Register

It will then let you sign in with that login.

Home page

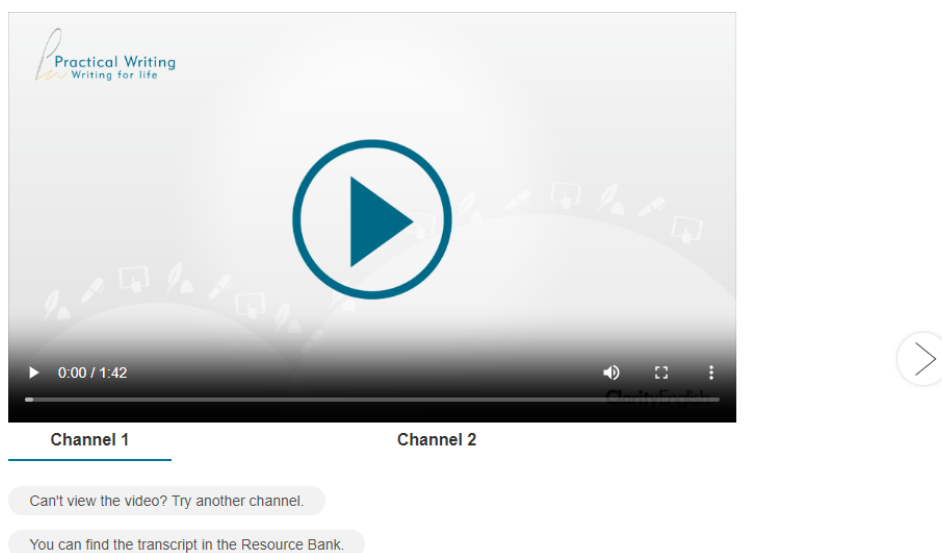
Once signed in, the page will open to types of writing you can learn about. Click on the unit you are interested in learning about. A unit means the topic it is teaching you.



Starting a course

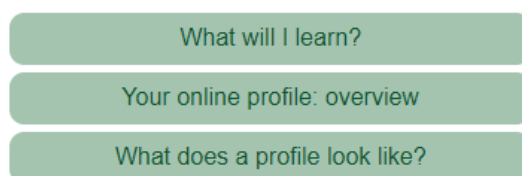
Once you have clicked on a lesson, the first page will provide you with a video of what to expect in this unit.

 Job applications: your online profile



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.



Click on the activity you want to do.

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



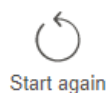
Damian Murphy
Employment consultant, Jobs4Us

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.

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

Activities might 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.



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

13:45 May 24

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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.
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. With the first click, it will take you to the unit activities. Keep clicking on the house until 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. 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



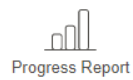
Practise
proofreading



And finally...

Progress

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



This lets you see how you are doing.



- 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 when you finish a level. This certificate is not an official document.