

Writing plain English

Course programme

- 09.30 Welcome and introductions
What do we mean by 'plain English'?
Where do most writers go wrong?
Putting right the wrongs – plain English techniques
- 10.45 Break
- 11.00 Plain English techniques (1)
Using everyday words
Keeping sentences short
Making your writing personal
- 12.30 Lunch
- 13.30 Plain English techniques (2)
Writing 'actively'
Using 'bullet lists'
Planning and organising information
- 15.00 Break
- 15.15 Editing workshop (reviewing your own documents)
- 16.30 Review and close

Timings are approximate

We can also adapt the course to give you tailored training on any of these topics:

- writing for the web (internet or intranet)
- writing effective letters, reports and emails (any of these, or all three)
- writing minutes of meetings
- layout and design principles
- designing and writing user-friendly forms
- legal writing
- writing information leaflets
- improving grammar and punctuation
- advanced document editing
- proofreading.