



Plain English

Aims

The aim of this highly participative course is for delegates to brush up on their writing skills with an emphasis on punctuation and sentence structuring.

Objectives

By the end of this course you will be able to

- Establish good practice in written English
- Communicate in simple positive language that all can understand
- Understand sentence structuring, punctuation and grammar
- Connect effectively with the reader

Who Should Attend

Individuals who want to review and improve their written communication skills.

Course Content

- What is Plain English and why is it important?
- The usual pitfalls
- Sentence structuring
- Active verbs
- Understanding your recipient
- Positive language as an effective communication tool
- Bulleting
- Punctuation and grammar
- Using appropriate tone in written English

Duration

1 Day