

Plain English Business Writing Skills

Professionalising your business writing – clarity, conciseness and reader-focus



Overview

Plain English business writing ensures our message gets across more effectively to a wider audience and increases the chance of achieving our outcomes. The business environment is typically time-poor so we must concentrate on efficiently expressing our message rather than attempting to impress our audience!

Benefits

- Avoid the risk of relying on software grammar and spell-checks
- Write documents that are pitched to the right audience
- Convey your written message concisely and with clarity

What you will learn

By attending this workshop you will:

- Learn to use 'Plain English' – write in a way that is clearer and more meaningful to readers
- Refresh your skills in Australian grammar and punctuation
- Explore planning techniques to ensure your message is accurately communicated
- Practice establishing your writing purpose and use the most appropriate structure and layouts
- Learn to apply techniques for targeting the reader and reflecting diversity
- Practice evaluating and self editing your documents.

CPD points for real estate people

On successful completion of this workshop, real estate participants will achieve 8 of the required 12 points of professional development to meet the ACT Office of Regulatory Services (ORS) conditions for the renewal of a licence or certificate of registration.

Details

Date: One full day workshop on Thursday 28 June 2012
Time: 8:30am – 4:30pm
Where: Wisdom Learning Centre, Fairbairn ACT
Cost: \$550, including all materials and gourmet catering

How to register

Register online at www.wisdomlearning.com.au or contact us for more details.