

# 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 23 February 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](http://www.wisdomlearning.com.au) or contact us for more details.