



Plain English Essentials

1 day • 6 tools • Limited participants • Public training

Learn how the core concepts of plain English can radically improve how you write at work, whether you're writing short emails, long reports or anything in between.

We show you how to:

- improve how you structure your content
- use a tone to suit your readers' needs
- write clearly and concisely.

Outline

Tool	Activities
Clarify the core message	Apply the core message test to focus your content and trim nonessential information.
Select the best structure	Learn the best structure models for different material.
Use document design	Use typography, layout and visual elements to convey content more effectively.
Set the right tone	Use our tone scale to measure the tone of your material and match it to your readers' needs.
Activate your style	Learn to activate verbs to strengthen clarity and certainty of meaning.
Keep it short and simple	Choose the right words and sentence length for readable, accessible content.

You can enrol through the [store](#) page on our website.

Key details

- \$750 plus GST
- 9.30 am to 4.30 pm
- Virtual training with remote access

Plain English in practice

Professionals find our training tools and activities highly practical and beneficial.

'Every element was interesting in the way it was dissected, explained and applied.'

'Seamless. The trainer held my attention for the whole session.'

'Easy to follow, interactive and fun.'

'A really outstanding workshop. One of the best 1-day trainings I have attended.'