

# Plain English training

1-day Essentials

Plain English Foundation's 1-day Essentials training will help you to improve the quality, efficiency and consistency of your workplace writing.

It illustrates best practice principles with a range of examples for using 7 core plain English writing tools.

## Typical content

<b>1 process tool</b>	Assess your approach to workplace writing and see how well it follows plain English standards.
<b>3 structure tools</b>	Structure your material to be efficient, effective and persuasive.
<b>3 expression tools</b>	Activate your wording to be focused, clear and concise.



## What we include

- A quick questionnaire to help us customise the workshop
- Trainer feedback on your writing tasks on the day
- Training material for the day and for your reference after the workshop
- Practice assessing a document overall using our macro tools
- Practice rewriting a text drawing on our micro tools

## How you prepare

**Before the day** Fill out your questionnaire using the link from your training coordinator. This link closes at midday the day before training.

**On the day** Arrive a few minutes before the workshop starts.

## How our workshops run

Training goes from 9 am to 5 pm (AEST) unless your coordinator says otherwise.

All our workshops are highly interactive, with solo and group writing activities.

We take regular breaks, with a short lunch break at around 1 pm.

Any questions or issues? [Contact your training coordinator.](#)

## Face-to-face or virtual training

Your coordinator will confirm which event type you are attending.

There are 2 options:



Face-to-face

or



Virtual

We do not mix delivery formats.