

# Plain language training

## Plain Language Essentials

Plain English Foundation's 1-day public Plain Language Essentials training will help you transform how you write at work.

This virtual workshop illustrates best-practice principles with a range of examples for using 7 core plain language writing tools.

### Content

<b>1 process tool</b>	Assess your approach to workplace writing and see how well it follows plain language 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
- Further practice assessing a document overall using our macro tools
- Further practice rewriting a text drawing on our micro tools

### How you prepare

**Before the day** Fill out your questionnaire using the link we send you. This link closes at midday the day before training.

**On the day** Arrive at 9.20 am, so we can start on time.

### How our workshops run

Training goes from 9.30 am to 4.30 pm (AEST).

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.

### What people say

- Each tool was interesting in how it was dissected, explained and applied.
- Easy to follow, interactive and fun.
- Outstanding workshop – one of the best 1-day trainings I have attended.
- Seamless. The trainer held my attention for the whole session.

Enrol online through our [website](#).

Any questions or issues? [Contact us](#).