Getting to the point ®

Plain language training

Our 3.5-hour Plain Language Meets AI workshop helps you efficiently craft and review drafts from generative AI.

This highly practical online session covers 10 principles for effective reviewing, so you get persuasive, well-structured AI responses.

Staging tasks for AI

Writing with AI	Identify 3 signature features of AI responses you'll need to address to maintain the quality of your writing.
Planning and structure	Prompt AI to get the central idea and the underlying logic of a document. Assess if the default structure will meet readers' needs.
Wording and style	Give prompts beyond 'write in plain English' for best-practice plain language writing. And align responses with your house style.

What we include

- A quick questionnaire to help us customise the workshop
- Practice with precise tasks for AI to support your persuasive writing
- Trainer feedback on your group writing tasks on the day
- Training material for the day and for your reference after the workshop
- A checklist of the top 10 principles for effectively reviewing AI responses

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 Please join our virtual training room 10 minutes early to set up for the session.

How our half-day workshops run

Training goes from 9 am to 12.30 pm or 1.30 to 5 pm (AEST).

The session is highly interactive, with solo and group writing activities.

We take a couple of short breaks along the way.

We wrap up with a quick feedback survey for you to fill in.

Enrol online.

Any questions or issues? Contact us.

Using a work device on the day? Remember to check that accessing your preferred generative AI tool is in line with your work's policy.

Plain English Foundation ®

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