

Plain language training

Briefing and Correspondence Writing Essentials

Plain English Foundation's 1-day Briefing and Correspondence Writing Essentials training will help you to write effective briefs, memos, papers, letters and emails.

It illustrates best practice clear communication principles when writing to persuade.

This includes briefing leaders on results, explaining decisions, calling for support or asking someone to take action.

Workshop content

1 writing standard tool	Assess your approach to workplace writing and see how well it follows plain language standards.
3 structure tools	Work with overall structure and substructures to maximise persuasion.
3 expression tools	Check that your paragraphs of text are clear, concise and precise.



What we include

- A quick questionnaire to help us customise the workshop
- Trainer feedback on your writing tasks on the day
- Our tried-and-tested letter and email writing model
- 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 At least 2 business days before training, please fill out the questionnaire using the link we send you.

On the day Please arrive 15 minutes before the workshop, so we can start on time.

How our workshops run

This is a full-day workshop, but we take regular breaks and a lunch break.

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

[Enrol online.](#)

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