

# Plain language training

## Masterclass in Reviewing

Plain English Foundation's 1-day Masterclass in Reviewing will give you a systematic approach for reviewing your team's work and giving feedback.

We illustrate best practice principles of assessing other people's work with real-world samples using our reviewing system.

This system clarifies which edits add value and which are personal preference. It also saves you time and helps you avoid becoming a co-author.

### Reviewing in stages

|                           |                                                                                                       |
|---------------------------|-------------------------------------------------------------------------------------------------------|
| <b>A writing standard</b> | Learn the difference between editing and rewriting, and where to start in assessing a document.       |
| <b>Content</b>            | Assess the clarity of the content and how well the writer has structured and laid out their material. |
| <b>Expression</b>         | Check the wording meets plain language standards and review the key elements of style.                |
| <b>Feedback</b>           | Use the reviewing system to give effective feedback to the writer.                                    |



### 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
- Handy checklists that cover the stages of reviewing
- Practice assessing a range of documents systematically

### 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

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.

[Enrol online.](#)

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