

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

Workshop content

1 writing standard tool	Assess your approach to workplace writing and see how well it follows plain language standards.
3 structure tools	Structure your material to be efficient, effective and persuasive.
3 expression tools	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

[Enrol online.](#)

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

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.

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.