

Plain language training

Half-day Plain Language for Lawyers

Plain English Foundation's 3.5-hour Plain Language for Lawyers workshop will refresh your drafting skills for clear, client-focused advices and transaction documents.

It illustrates best practice principles with examples for boosting reader comprehension, without compromising the legal meaning.

Workshop tools

Content	Focus your content to trim non-essential information with our core message tool.
Structure	Check the usability of longer documents by identifying common structure issues.
Tone	Assess the tone of a document to better engage your reader.
Wording	Review word choice and sentence length to improve clarity and conciseness.



This training earns 3.5 CPD points.

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

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 session, so we can start on time.

How our workshops run

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

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

We take regular breaks during the session.

What people say

The examples made it easy to see how I can use plain language in my work.
I like that I can keep the materials and refer back to them.

[Enrol online.](#)

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