

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

A writing standard Learn the difference between editing and rewriting, and where to start in assessing a document.

Content Assess the clarity of the content and how well the writer has structured and laid out their material.

Expression Check the wording meets plain language standards and review the key elements of style.

Feedback 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 Fill out your questionnaire using the link we send you. This link closes at midday the day before training.

On the day Arrive at 9.20 am, so we can start on time.

How our workshops run

Training goes from 9.30 am to 4.30 pm (AEST).

We take regular breaks, with a short lunch break at around 1 pm.

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

Enrol online through [our website](#).

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