Getting to the point ®

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 virtual 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

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).

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.

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.

Enrol online through our website.

Any questions or issues? Contact us.