

Plain language training

Self-paced online refresher

Plain English Foundation's Business Writing Boost runs over 4 weeks and covers 7 modules that will teach you to:

- apply our self-editing framework to improve the macro and micro aspects of your writing
- draw out and sharpen your persuasive content
- use writing benchmarks to assess your structure and expression
- re-energise your writing practice.

How does the course work?

You access the course materials and activities through our online learning platform. You can work through them at your own pace.

Each Friday, we run virtual check-in sessions. A trainer will recap key points from 2 selected modules. For example, in the first week, we focus on modules 1 and 2.

We recommend you attend the check-ins and stage the coursework over the month. This will help you to absorb the material and apply it in your writing.

There's also a forum to ask questions and leave comments along the way.

How long does the course last?

The course runs for a month. Our first course runs from 1 to 29 November 2024. Dates for other courses will be on our website.

You have access to the materials for longer than a month, so you can recap in your own time.

What time commitment does it need?

Across 1 month, you can expect to spend about 2.5 hours each week completing the modules and attending the virtual check-in.

That's about 1.5 hours on each of the 7 modules.

Do I need other materials?

We supply all the training material. You only need a laptop or tablet, good internet, pen and paper!

But we recommend you have access to samples of your own workplace writing. It's the perfect way to apply your boosted self-editing skills instantly and meaningfully.



Do I submit coursework?

There's no coursework to submit.

This is a self-paced refresher that promotes independent learning about your self-editing skills.

The materials have activities with best-practice edits.

And each module has a short quiz to check your knowledge.