wren
LEARNING

EDITING IN PLAIN ENGLISH

1/2 DAY PROGRAM

OVERVIEW

Plain English is the global standard for business writing. It provides guidelines for correct spelling, grammar and punctuation to help you create professional pieces of writing.

Working with your organisation's Style Guide, this workshop will increase your confidence in editing your own writing to produce higher quality written communication.

During the session you'll learn the writing and drafting process, and apply a checklist that makes editing easy.

OBJECTIVES

- Learn the international guidelines of Plain English
- Sharpen skills in spelling, grammar and punctuation
- Understand the steps in the writing and drafting process
- Increase confidence in editing documents
- Produce high quality writing

TO BOOK THIS PROGRAM OR DESIGN YOUR OWN...

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