



# Plain English Foundation

## Getting to the point—new writing workshops open to the public

### What is plain English?

Plain English is a flexible set of writing principles for professionals who write in the workplace.

### Before

It will be necessary for you to provide further documentary evidence with regards to the gaps identified in the correspondence to progress your application to the formal assessment process.

### After

Before we can formally assess your application, you will need to send us more evidence about the gaps we identified in our letter.

### Who are we?

The Plain English Foundation has run writing skills workshops for over 10,000 professionals Australia-wide. We apply the latest research on effective communication for a professional environment.

### Our people

Our trainers and editors are experts in plain language communications. Dr Neil James, the Foundation's executive director and author of *Writing at Work*, oversees our training team.

### Workshop series

- Writing in plain English
- Writing for your readers
- Writing to persuade

For the first time, we are offering the Foundation's internationally recognised plain English training at our own training venue in the Sydney central business district.

Our 1-day workshops equip you for writing excellence at work:

**Writing in plain English**      4 August      6 October

**Writing for your readers**      25 August      27 October

**Writing to persuade**      15 August      17 November



Find out more [here](#)



Email us: [training@plainenglishfoundation.com](mailto:training@plainenglishfoundation.com)



Call us: 02 9267 6696

### Cost and timing

9.30 am to 4.30 pm.

\$500 plus GST. Lunch and tea/coffee included.

Discounts for booking 3 or more workshops.

### What our training participants say

'This training helped us all think more clearly and write more effectively.'

'Highly relevant to our work with excellent use of writing examples.'

'It now takes me half the time to write a report.'

'Our documents are now one-third shorter without losing any content!'

'The best workplace training I have done in 20 years.'

