

An Introduction to Plain English

This course is essential for members of staff who write emails, letters, reports or public-facing documents as part of their work.

Focusing on the principles of using plain, clear English, the session features a range of activity that will help turn theory into practice.

Programme objectives

By the end of this programme, delegates will be able to:

1. Identify the need to write clearly and concisely
2. Scan their work for readability
3. Use headings and layout techniques to make materials easier to read
4. Write clearly using short words, short sentences and short paragraphs
5. Write for their reader.

Further information

The course emphasises the importance of writing clear English and teaches a range of techniques to ensure that documents are well-planned, structured and easy to read.

Duration: Half day