

Clear Writing – Fight the Fog

2 Days

BGFF

OVERVIEW

A workshop that will permit participants to improve the effectiveness of their written communication skills by using a clearer and simpler language.

DESIGNED FOR

Designed for native or non-native English speakers.

LEARNING OUTCOMES

By the end of this course participants will be able to:

- Write concisely and achieve clarity, accuracy and completeness; organise and structure their writing.
- Adapt their writing to the reader – clear messages for all.
- Evaluate their writing.
- Adopt an appropriate style and tone, use a suitable vocabulary.

TOPICS COVERED

Written Communication:

- Purpose of Writing
- Types of Writing

Readers of Documents:

- Analysis of Readers
- Selection of Type of Communication

Organising and Structuring:

- Summary
- Tables
- 7-Questions Method
- Inverse Pyramid
- Mind-Mapping
- SPRI (Situation, Problem, Resolution, Information)
- FOR (Fact, Opinion, Recommendation)

Effective Writing Process:

- Language
- Structure
- Style and Tone
- Grammar
- Spelling
- Punctuation
- Signpost Language

Layout and Presentation

Editing and Proofreading

EXTRA NOTES

Further Development:

Writing for Different Audiences (BGDA)