



FOCUS Session

Plain English Business Writing

Refine your business writing skills and gain confidence in the art of Plain English.

MPS

training

exceeding expectations

The expression 'plain English' has been adopted by movements in the USA, the UK, Canada and Australia. There are different approaches, but the aim is the same: to simplify all official writing by removing unnecessary obscurity and complexity. This seminar introduces you to some key concepts to enable you to adapt your written language to the business and government preferred style. Topics include:

- Planning and writing strategy tools: mind-mapping, CARS (Currency, Accuracy, Relevancy, Sufficiency) analysis, keep 'em APPI communication styles
- The psychology of analysing the audience
- The inverted triangle writing technique
- Australian grammar and punctuation refresher.

The techniques and strategies gained through this program can be used for all types of business writing including letters, emails, submissions, memos, reports, etc.

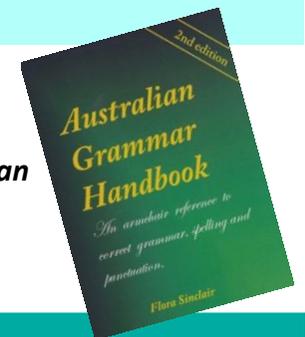
LEARNING OUTCOMES

MPS Training Focus Sessions are designed for optimal discussion and interaction. Our trainers use current effective facilitation techniques to ensure all learning styles and thinking preferences are addressed to ensure every unique learner achieves the key learning outcomes:

- Using 'Plain English'- writing in a way that is clearer and more meaningful to readers
- Correct usage of basic Australian grammar and punctuation rules
- Using simple planning techniques to ensure the message is accurately communicated
- Establishing writing purpose and using the most appropriate structure and layouts
- Applying techniques for targeting the reader
- Evaluating and self-editing documents using simple editing tools.

\$132 per person (GST inclusive)

Includes training materials **plus a complimentary book: Australian Grammar Handbook** by Flora Sinclair



VENUE:

MPS Training Centre
Unit 9/141 Flemington Road Mitchell,
ACT

Check our website for course dates

Book now!

Contact our friendly MPS Training staff today, but be quick as seats are limited!

Ph | 02 6123 0500

E | training@mpsolutions.com.au

W | www.mpsolutions.com.au