



Learning in a Nutshell

1 HOUR POWER LEARNING SEMINARS

Plain English Business Writing

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

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.

VENUE:

MPS Training Centre

Unit 9/141 Flemington Road
Mitchell, ACT

Check our website for course dates

MPS

training

exceeding expectations

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

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\$55 per person, OR... bring a friend and pay only **\$44 each!!!!**