

Course Description

Plain Language Plus: Writing for Easy Reading

Overview:

Effective communication is essential for success in any organization. This includes written communication. In government, we communicate a great deal with writing. We write to different audiences, for different reasons, using different formats. Despite these differences, we share a common goal: To make what we write quick and easy for our readers to understand. When this happens, we support their success and our success.

House Bill 2702 provides plain language standards for our writing. Following these standards makes our writing easy to read, and our readers appreciate this. They're busy just like us. They don't want to spend extra time figuring out our meaning. They want to be able to read a message once, get what it means, and then do what they need to do to meet their needs. In essence, when we make our writing reader friendly, we convey that we respect our readers' time and value helping them.

Course Outline:

This course will review the plain language brief style guide and other tools, tips, and techniques for reader friendly writing. As a result of attending the course, and putting the guide, tools, tips, and techniques into practice back on the job, you will improve the readability of your writing. Your documents will be more clear, more concise, and more correct.

Learning Objectives: As a result of participating in this course, you will be able to:

- 1 - Describe the ten pointers from the plain language brief style guide.
- 2 - Describe principles and fundamentals of effective business writing.
- 3 - Describe techniques for enhancing the clarity of your writing.
- 4 - Describe techniques for enhancing the organization of your writing.
- 5 - Describe techniques for enhancing the conciseness of your writing.
- 6 - Describe common style, usage, grammar, and punctuation rules and guidelines.
- 7 - Differentiate between writing that is reader friendly and writing that isn't.