

## Fundamental Writing Skills for Public Servants **2 Day Workshop**

*If you struggle with sentences, grapple with grammar, or simply wish to improve your work place communication Fundamental Writing Skills is the workshop for you.*

### **OBJECTIVES**

Fundamental Writing Skills for Public Servants is a 2 day workshop that provides a sound basis for written communication. This workshop is particularly valuable for those people who may not have had a good grounding in the technicalities of the English language at school, or for whom English is a second language. Fundamental Writing Skills is also a valuable refresher course for the more capable writer who wishes to hone their skills. The workshop is split over a full working week and provides the perfect structure for participants to learn, practice and develop the confidence needed to communicate effectively through writing.

### **OVERVIEW**

#### **Participants will learn:**

- The building blocks of language - words, phrases, sentences and paragraphs.
- The Power of Plain English.
- Punctuation and its effects - parts of speech and simple grammatical constructs.
- The differences between active and passive voice, and when to use them.
- The connection between language, message, meaning and understanding.
- How to address staff selection criteria and write a killer CV or resume.
- How to tailor their writing to their audience.
- Simple forms of written communication – how to best structure letters, memos, short reports, proposals, emails and their application in the workplace.
- Using different building blocks to build different messages or convey different meanings.

### **WORKSHOP TIMETABLE**

The workshop is run over two full days, 1 week apart. The first day is spent assessing current proficiency, followed by a series of short instruction periods, exercises and discussion sessions. The aim is to expose participants to ways in which they can improve their written work quickly and thoroughly. At the end of the first day participants are encouraged to observe written communication in their workplace. When the group reconvenes participants share their observations and discuss the methods that would improve the quality of the written communication that they have witnessed. Attendees are also invited to bring along tasks or selection criteria that they can use in practical exercises.

## Schedule DAY ONE

9:00am	Welcome. Dear Sir Letter
9.15am	<ul style="list-style-type: none"> <li>• <b>Communication</b></li> </ul> <p>70% of how we communicate is non verbal, 20% is tone and only 10% of communication is attributed to what we say. Participants learn that when we write there are many variables we must consider when creating meaning. In this module we look at:</p> <ul style="list-style-type: none"> <li>- planning</li> <li>- tone</li> <li>- communication breakdown</li> <li>- purpose driven writing</li> </ul> <ul style="list-style-type: none"> <li>• <b>Audience</b></li> </ul> <ul style="list-style-type: none"> <li>- how to write for your audience</li> </ul> <ul style="list-style-type: none"> <li>• <b>Communication Process</b></li> </ul> <ul style="list-style-type: none"> <li>- barriers, channels, encoding and decoding.</li> </ul>
10.00am	<ul style="list-style-type: none"> <li>• <b>Defining your Objectives</b></li> <li>• <b>The Importance of Planning</b></li> </ul> <p>In this module we discuss the reasons why we plan before we write. Participants also learn a number of methods they can use to organise their thoughts including mind mapping</p>
10:30am	<i>Morning Tea (20 Minutes)</i>
10.50am	<ul style="list-style-type: none"> <li>• <b>The Power of Plain English</b></li> </ul> <ul style="list-style-type: none"> <li>- Active vs. Passive voice</li> </ul> <ul style="list-style-type: none"> <li>• <b>Structure</b></li> <li>• <b>Writing with Responsibility</b></li> <li>• <b>Wordiness and Word Substitutes</b></li> <li>• <b>Nouns &amp; Verbs</b></li> <li>• <b>Sentences</b></li> <li>• <b>Building Paragraphs</b></li> </ul>
12.40am	<i>Lunch (45 minutes)</i>
1.50pm	<ul style="list-style-type: none"> <li>• <b>Punctuation: apostrophes and semicolons</b></li> </ul> <p>Participants learn the correct use of various punctuation symbols to indicate pauses, ownership etc.</p>
2.10pm	<ul style="list-style-type: none"> <li>• <b>Being Positive – can do speak.</b></li> <li>• <b>Letters</b></li> </ul> <ul style="list-style-type: none"> <li>- how to write a powerful letter that will create reader action and achieve your desired response.</li> </ul>

<b>2.40pm</b>	<ul style="list-style-type: none"> <li>• <b>Reports (Short, Long, Annual)</b> <ul style="list-style-type: none"> <li>- types</li> <li>- formats</li> <li>- structure</li> </ul> </li> </ul>
<b>3.00pm</b>	<i>Afternoon Tea (15 minutes)</i>
<b>3.15pm</b>	<ul style="list-style-type: none"> <li>• <b>Proposals &amp; Submissions</b></li> </ul> <p>Participants discover keys to the visual layout of proposals. Learn common rules of formatting, text type and when to use tables.</p>
<b>3.45pm</b>	<ul style="list-style-type: none"> <li>• <b>Presenting an Argument</b></li> <li>• <b>The Key to Persuasive Writing</b></li> </ul>
<b>4.15pm</b>	<ul style="list-style-type: none"> <li>• <b>Summary</b></li> </ul> <p>Students are encouraged to practice their newly acquired skills before attending the second workshop. In this time participants should make observations of written communication in the workplace and report these observations back to the group. Students should also print off selection criteria for an applicable job – these criteria will be used in a number of exercises conducted on the second day of training.</p>
<b>4.30pm</b>	<i>Finish</i>

## Schedule DAY TWO

<b>9:00am</b>	Introduction
<b>9.15am</b>	<ul style="list-style-type: none"> <li>• <b>Group Discussion</b> <ul style="list-style-type: none"> <li>- observation and feedback</li> <li>- identifying improvements in my writing</li> <li>- identifying opportunities</li> </ul> </li> </ul>
<b>9.30am</b>	<ul style="list-style-type: none"> <li>• <b>Practical exercises</b> <ul style="list-style-type: none"> <li>- structure</li> <li>- plain English</li> <li>- critical evaluation</li> <li>- politeness</li> <li>- editing</li> </ul> </li> </ul>
<b>10:30am</b>	<i>Morning Tea (20 Minutes)</i>
<b>10.50am</b>	<ul style="list-style-type: none"> <li>• <b>Practical exercises on Structure</b> <ul style="list-style-type: none"> <li>- the rule of three</li> <li>- time, sequence &amp; structures</li> </ul> </li> </ul>
<b>11.15am</b>	<ul style="list-style-type: none"> <li>• <b>Video – report writing</b></li> <li>• <b>Debrief</b></li> </ul>

<b>12.30pm</b>	<i>Lunch (45 minutes)</i>
<b>1.15pm</b>	<ul style="list-style-type: none"> <li>• <b>CVs and Selection Criteria</b></li> </ul> <p>In this module students examine staff selection criteria in order to define the tasks and information required by them in written response. Participants will mind map their ideas and responses in order to create a logical structure for their CV. This exercise is great in developing strong persuasive writing that is purpose driven.</p>
<b>3.00pm</b>	<i>Afternoon Tea (15 minutes)</i>
<b>3.15pm</b>	<ul style="list-style-type: none"> <li>• <b>CVs and selection Criteria continued</b></li> </ul> <p>Here participants look at;</p> <ul style="list-style-type: none"> <li>- environment</li> <li>- how to write a cover letter</li> <li>- the structure of a CV</li> <li>- how to make the most of your resources &amp;</li> <li>- practical and effective choices on content.</li> </ul>
<b>4.00pm</b>	<ul style="list-style-type: none"> <li>• <b>Summary &amp; Evaluation</b></li> </ul>

## LOGISTICS

Please arrive 15 minutes before the commencement of the workshop to allow for registration. Lunch and morning/afternoon tea are provided free of charge. If you have any special dietary requirements please let us know when you book your place.

## TESTIMONIALS

“Very friendly, wonderful trainer. Really enjoyed the practical games, scrabble & bingo.”

“Easy to understand and relaxing atmosphere. This is definitely a worthwhile course.”

“I was very happy & satisfied with this workshop.”

Excellent Course – Well presented by Sue with good contributions by all members – Stephen Gillow, AQIS.

The best writing course I have attended – Stacey Gibson, DAFF.

## Enrolment Form - Fundamental Writing Skills

Send this form to Acorn: Fax (02) 6217 7001 or e-mail to [courses@acorntraining.com.au](mailto:courses@acorntraining.com.au)

**Venue:** Acorn Training Centre: 74 Townshend St Phillip

**Course date:**

**Time:** 9.00 a.m. to 4.45 p.m.

Person 1	_____	e-mail _____	date _____
Person 2	_____	e-mail _____	date _____
Person 3	_____	e-mail _____	date _____
Person 4	_____	e-mail _____	date _____
Person 5	_____	e-mail _____	date _____
Person 6	_____	e-mail _____	date _____

Organisation \_\_\_\_\_ Branch/Division \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone No \_\_\_\_\_ Fax No \_\_\_\_\_

### Payment Details

Total price \$995 x \_\_\_\_\_ attendees = \$\_\_\_\_\_ \$895 early bird price (early bird applies up to three weeks before the date of the workshop).

1. Credit Card (Amex, Diners, Visa, MasterCard)

Name \_\_\_\_\_ Card No \_\_\_\_\_

Expiry date \_\_\_\_\_

2. Invoice

Signed off by \_\_\_\_\_ Name \_\_\_\_\_

Address invoice to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Terms:** Payment is due on or before the day of the course. Cancellation is accepted more than 7 days prior to the course date otherwise another person may be substituted. You have purchased a place on the date shown above; changing your booking to a later day incurs an administrative fee. We suggest you send a substitute if you can't come at the last minute.