

## *Write to Succeed* 1 DAY Workshop

**“Many people are promoted because of their ability to write well!”**

Are you a hard working professional and want to write in clear and reader-friendly terms? Well, you can by attending this one-day workshop which is full of ideas that you can apply immediately to improve your writing skills.

### **Objectives**

‘Write to succeed’ means precisely what it says! It is a one day workshop that will help you to write in a concise, reader-friendly style to achieve your goals. When you need to write a letter, memo or present an argument you will do so with confidence and professionalism knowing that your writing style is effective.

This workshop is based on some of the key principles introduced in the ‘Fundamental Writing Skills’ workshop but extends the participant to a higher level.

### **OVERVIEW**

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

- What to consider before you commence writing.
  - the audience and their expectations
  - what response or action you would like your reader to take
  - potential barriers to communication.
- How to write in plain English. The difference between bureaucratic speak and plain English.
- Structures – how to develop a logical progression of ideas that will assist your readers to better absorb your message.
- How to develop credibility and be more persuasive.
- How to develop better letters, memos, reports and submissions.
- Good writing style and how you can achieve it.
- Simple and concise language – eliminating wordiness.
- Appropriateness – language.
- Sentence length and structure.
- How to avoid ambiguity.
- Writing to build and maintain relationships.
- How to improve grammar and punctuation.
- Short report writing.
- The importance of document layout
- How to edit to improve the end product.



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|---------------|--|
| <b>3:15pm</b> | <b>Developing relationships</b><br>Participants will learn to respond to correspondence in a manner that is courteous, positive and builds relationships.  |
| <b>3:45pm</b> | <b>Layout</b><br>Layout is an important consideration when planning how to engage the reader. Participants will discuss the importance of layout and how they can improve the way in which they present documents. |
| <b>4:15pm</b> | <b>Editing</b><br>Participants learn when it is appropriate to forward their draft to their supervisor.  |
| <b>4:30pm</b> | <i>Finish</i>  |

## Enrolment Form - Write to Succeed

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 \$545 x \_\_\_\_\_ attendees = \$\_\_\_\_\_ \$495 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 \_\_\_\_\_

Email 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.

**Ph: 02 6217 7000 Fax: 02 6217 7001 ABN 34073999185**

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