

# Writing clearly and confidently at work

*A half day workshop for up to 16 people*

This short course will help you to confidently use a clear, modern business writing style, an essential step in writing things that people want to read. From bids to reports to emails, this session will help you to choose the best tone and language - and stop procrastinating and start writing.

## What you will learn

- How to identify your key messages
- Thinking and planning before you write
- Writing well for busy people
- Finding the right structure for your audience.
- How to stop worrying about grammar
- Effective use of plain English

## Who should attend

Anyone who feels their business writing could be better. The course can be tailored to meet the needs of specific roles, teams or specialisms.

## Our trainer

Caroline Oubridge believes strongly in straightforward communication. She spent three years making community programmes for BBC local radio before working in press and communications for national charities for over 15 years. Caroline also has an MA in Information and Library Studies. She always delivers training that is informative, enjoyable and practical.

*If you want to talk about any of our work and how we might be able to support you, please get in touch by email or give us a call. There is more information about what we do at*

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