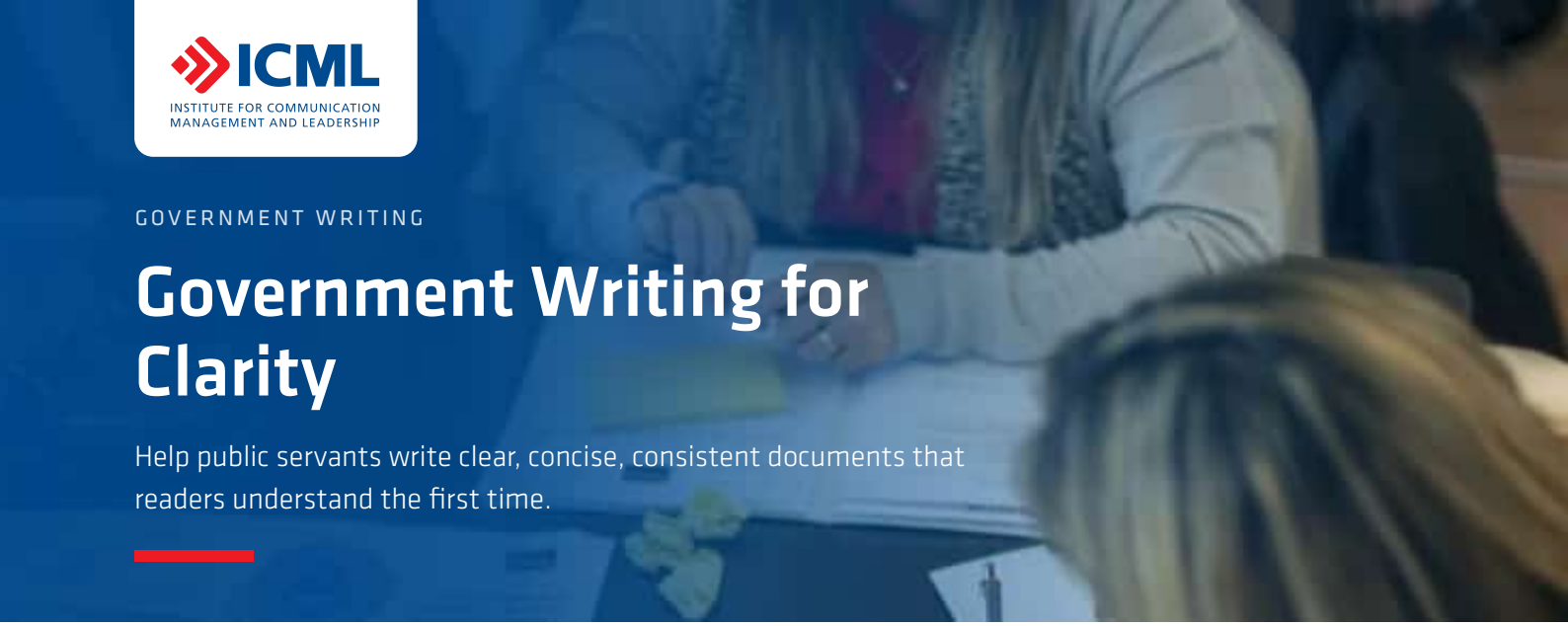
ICML
INSTITUTE FOR COMMUNICATION MANAGEMENT AND LEADERSHIP



GOVERNMENT WRITING

Government Writing for Clarity

Help public servants write clear, concise, consistent documents that readers understand the first time.

WHO IT'S FOR

Public servants at any level who write documents for others to act on.

DURATION

3 hours, or tailored to your needs

FORMAT

On-site: we come to you, virtual or hybrid.

PARTICIPANTS WILL DEVELOP THE SKILLS TO

- Plan a document around its purpose and reader
- Structure documents so the main point comes first
- Use plain English, active voice and short sentences
- Write consistently to your agency's style and tone
- Adapt writing for decision-makers, colleagues and the public
- Edit and proofread efficiently before submission

ABOUT THIS PROGRAM

Our plain English writing training for government tackles the habits that slow public sector writing: long sentences, passive constructions, documents that bury the point, and drafts returned again and again for rewriting. Participants learn to plan before they write, structure documents logically, use plain English and active voice, and edit and proofread with discipline. They work on documents from their own role, so clear, concise and consistent writing follows quickly, and rework falls.

Tailored to your organisation

We work with your style guide, templates and real documents, so the program fits your agency's conventions, whichever jurisdiction you work in.

Talk to us about this program

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Enquire online