

Plain language for effective writing

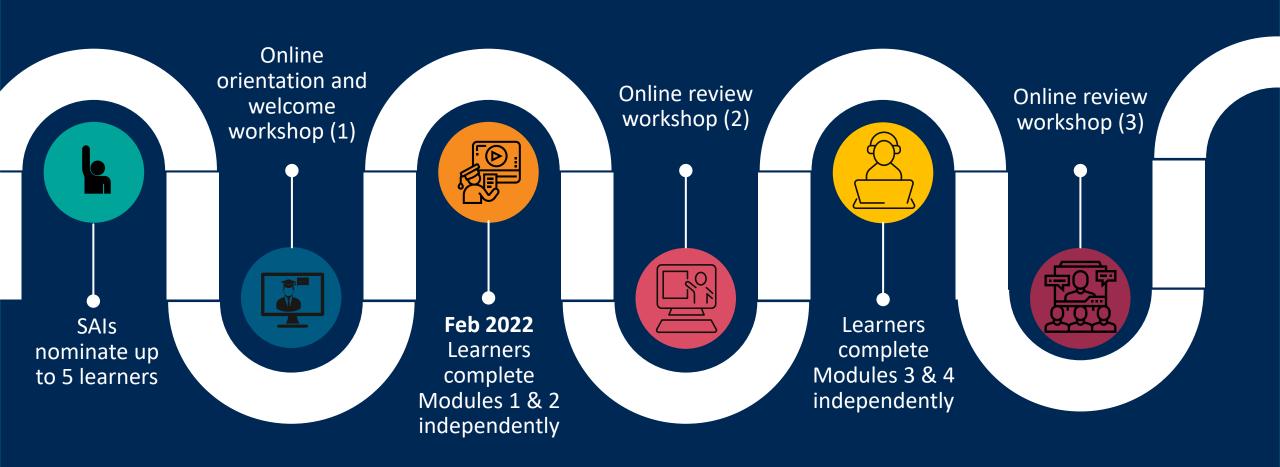
Blended learning programme

Plain language for effective writing

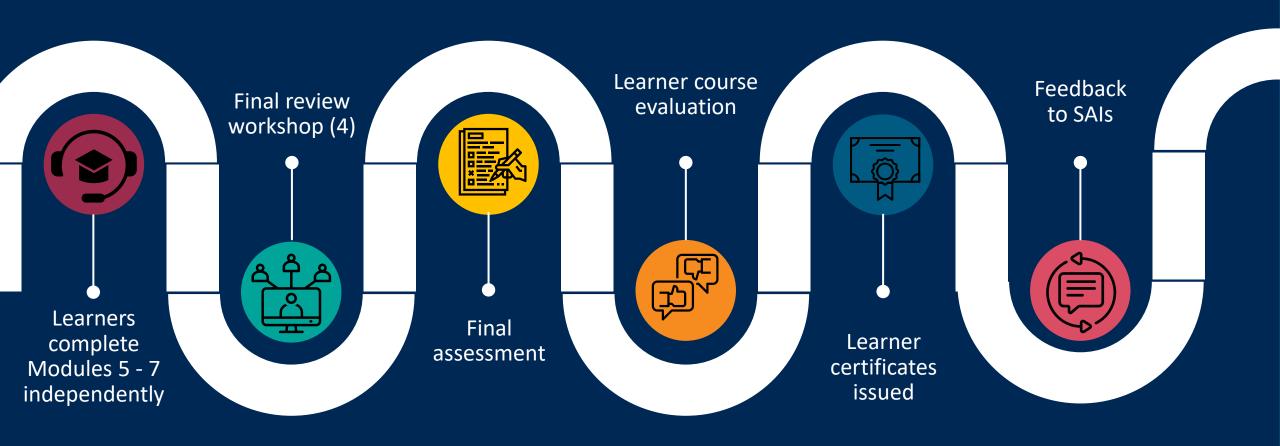
- Improve plain language use
- Create a common understanding of plain language
- Apply plain language principles for higher impact writing
- Understand how to write for readers
- Reflect and recognise own areas of improvement
- Useful programme that can be integrated in all SAI functions at all levels



Blended Learning Programme



Blended Learning Programme



Blended Learning Programme

- 3-month cycles
- 1st Cycle: January March 2022

Module 1

What is Plain
Language and
why is it
important

Module 2

Purpose of writing

Module 3

Less is more using familiar words

Module 4

Less is more simplifying sentences

Module 5

Improve readability - content

Module 6

Improve readability - formatting

Module 7

Test and edit for quality





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