



## How to Improve your Writing: *Impact, Grammar and Editing*

This one-day workshop is a must for people who write in the course of their work—whether it is letters, emails, reports, promotional materials, briefing notes or instructions. This workshop has two main topics: the principles of plain language writing, and grammar gremlins.

In the first part of this course we will review *A Plain Language Toolkit* that includes principles of plain language apply to everything we write. Mastering plain language principles guarantees your writing will have greater clarity and impact. In the second half, learn to recognize and avoid the most frequent grammar and punctuation errors that bedevil writers with grammar gremlins. Hands-on exercises will reinforce the learning that takes place in this enjoyable, high-energy session.

### Who Should Attend?

- For those who write in their work and require improvement

### Topics:

- Know your audience
- Identify the purpose for your message
- Get to the point and keep it simple
- Adopt the 'you' perspective
- Write in the active voice and keep it positive
- Avoid jargon/technical terms and redundancy
- Test the message
- Improve your word power
- Learn the parts of speech
- Master sentences types
- Untangle your modifiers
- Seek agreement
- Find and match the antecedents
- Avoid fragments and run-on sentences
- Punctuate with passion
- Which, that and who – which one do I use?

### Learning Outcomes:

- Discover the benefits of plain language writing
- Become familiar with and practice the key principles of plain language writing
- Demystify grammar and punctuation rules
- Identify key grammar and punctuation errors in their writing, and correct them
- Have greater clarity and impact—guaranteed!

**Facilitator: Fiona Prince** has been delivering communications-related training to groups and individuals for over fifteen years in both the public and private sector. Fiona helps people increase their productivity by helping them to understand how miscommunication gets in the way of getting important things done. She does this with proven communication tools such as customized workshops, team-building sessions, individual coaching and personality assessments. She has Bachelor of Fine Arts in Theatre from the University of Victoria, a Masters of Arts in Applied Communication from Royal Roads University, and a Keirseley Temperament Theory Certification from Synergy Leaders, LLC

**Length:** 1 day – 2 offerings  
**Times:** 9am – 5pm  
**Cost:** \$ 175 + GST

**Date:** Tuesday, November 24, 2009  
**Course Code:** PAPA2007 (Nov)  
**Please Register By:** Tuesday, November 10, 2009

**Date:** Thursday, April 29, 2010  
**Course Code:** PAPA2008 (Apr)  
**Please Register By:** Thursday, April 15, 2010

**To Register:**

Register online at <http://www.royalroads.ca/continuing-studies> using Visa or MasterCard; or by telephone, Monday to Friday, 9:00 a.m. – 4:00 p.m. at **250-391-2600, ext. 4801**; or **Toll Free at 1-866-890-0220**. Or, come by in person to the Continuing Studies reception area in the **Grant Building, 2005 Sooke Road, Victoria, BC, Canada V9B 5Y2**.

