

# WRITE WELL

A course for researchers and consultants

This course covers various aspects of report writing, including structure, audience, word usage and language conventions. We also look at different forms of writing, including formal letters, emails and media articles. The aim is to teach people how to write clearly, concisely, purposefully and accurately, using appropriate style, grammar and punctuation. The course is fast paced and practical, with lots of examples and opportunities to practice and ask questions. Opportunities are provided for participants to work and be coached on aspects of current writing projects.

## The details:

Duration: One day

Cost: \$400 per person + GST

Location: At a venue provided by you (Alternatively, a venue and catering can be arranged, with price adjusted accordingly.)

Bring: A notebook and pen, a laptop if desired (laptop is not essential, paper and pen are)  
Something you are currently writing, preferably printed out, double spaced with wide margins. Up to 1000 words.

Course materials: Provided

A minimum of 8 people is required. (Preferably, no more than 14 in a single course, to enable individual attention and good group participation.)

No deposit is required however the course and participant numbers must be confirmed at least one week before any scheduled date. Cancellation after this time may incur a \$600 fee.

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## Proposed course outline

8.20 for 8.30 start

8.30 Introduction

Writing – the 'why' and the 'how'

Writing – what works and what doesn't

Improving your writing – Do more of what works and less of what doesn't

10.30 Morning tea

10.45 What are you writing?

Who will read your words?

Structure and conventions

Mind your language – the words you use

Find your style

12.00 Lunch

12.40 Grammar – it's a game, so learn the rules

Editing and re-writing

2.20 Afternoon tea

2.30 In practice – an opportunity to apply new skills to a current project and receive some one-on-one coaching

4.30 Finish

Times given are approximate. Time taken on the different sections depends on participants' responses and individual needs. Workshops can go later if further time is required for individual coaching.