

Easy English: An Introduction

One day workshop

This workshop will provide you with an introduction to the basic skills in writing documents in Easy English for people with non-functional literacy. Techniques to make your written language accessible will be explored. You will have the opportunity to put this knowledge into practise, with the expert assistance of the trainer. Other aspects of developing your document into Easy English will be introduced.

Content includes

- Who is Easy English for? Watch DVDs of consumer testing and interviews with people who use Easy English.
- Plain Language, Easy English – what is the difference?
- Resources currently available.
- Clear Written Communications – The Easy English Style Guide.
- Easy English checklist.
- Practical opportunities to work with the trainers in developing your own Easy English document.

Please bring a document with you

You will have the opportunity to begin development of your own document into Easy English. Please bring a **printed** document with you, such as a letter, brochure, flyer or fact sheet. This will ensure you get the best results from the day.

Audience

This workshop is relevant for people who write information for their staff or customers, such as brochures, flyers, newsletters, letters, surveys, policy documents, handbooks, manuals, plans, posters and content for the web. It also provides an overview for managers to gain an understanding of the skills and resources required to implement an Easy English strategy in a workplace.

Catering

Tea and coffee will be provided. Please bring your own lunch or purchase at one of the many cafés and eateries in the area.

Time: 9:30am - 4:00pm
Cost: \$330.00 per participant

[Click here to view dates for this workshop](#)

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