



Writing in Plain Language is an essential skill for anyone who communicates with customers, employees, and the public.

Clear writing reduces errors, misunderstandings, and calls to your help lines while improving productivity and compliance.



What You Will Learn

You will learn to

- write clear communications that get results and meet Plain Language guidelines
- structure complex business information so that it is easy for diverse audiences to understand and use
- select the right level of detail for multiple audiences, and
- provide context to improve comprehension and compliance.

What You Will Receive

This hands-on workshop offers

- one full day of dedicated team learning time guided by an experienced instructor
- small class size to ensure individual attention
- small group and hands-on exercises
- a comprehensive reference manual, and
- a handy quick reference card to guide you back at work.

Bring Clarity to Your Communications Today!

Sign up now for Information Mapping's new 1-day workshop, *Writing in Plain Language: A Structured Approach™*.

New Locations	New Date
<i>Summer locations and dates to be announced soon.</i>	

Onsite Option

Or, bring this workshop to your location on the dates you choose and save money while getting your whole team working together to write in Plain Language.

Register Today

Public workshops are available at a cost of \$595 per person. For additional information or to register,

- call us at 1-888-INFOMAP (463-6627) or
- email us info@infomap.ca.

*Terms and conditions apply.