

Write-on!

*A 1-day writing skills workshop
for anyone involved in community organising*

Aims

This workshop is designed for people who have, or would like to have, some kind of writing role in their community organisation; for example, as committee secretaries or in newsletter groups. By the end of this workshop, participants will:

- Know the golden rules of clear, understandable writing
- Know how to adapt their writing style for different situations and audiences
- Be more confident about practising and developing their writing over time.



Outline programme

Session 1 Introduction to the course and to one another

How do we feel about writing?

First principles: the ABC of readable writing

Session 2 Writing for effect: formal and informal styles

Letters, memos and emails

Session 3 Agendas and minutes

Session 4 Newsletter articles and press releases

Course review