



# Make It Clear

## Plain Language Writing Workshop

Train your staff to write clearly.

Documents written in plain language:

- save time and money
- help all readers understand your information
- avoid misunderstandings and errors

Learn how to:

- plan, write, edit and design new documents
- evaluate and re-write current documents

Where: on Zoom

Duration: 2 hours

Cost: \$325 per workshop

Maximum participants: 12

To book a workshop: [readswrs@gmail.com](mailto:readswrs@gmail.com) or 778-242-7323