



is sponsoring the first Plain Language course in support of the Plain Writing Act of 2010 (PL 111-274)

Fallon Federal Building, 31 Hopkins Plaza, Conf. Room 810A, Baltimore, MD

Plain Writing Clinic in accordance with PL 111-274 Plain Writing Act of 2010

Overview: If you are serious about simplifying your writing, saving time in doing it, and seeing results quickly, then this two-day intensive course is for you. It supports your agency's compliance with the Plain Writing Act of 2010. You're taught "plain writing" -- writing that is clear, concise, well-organized, and follows other best practices appropriate to the subject and intended audience.

You'll become skilled in writing clearly and briefly while understanding your reader's needs. By writing documents in plain English, you'll save valuable time not having to clarify your meaning to your reader or your boss.

Practical exercises are conducted throughout the course. You'll review, critique, re-write sample government documents, and prepare original documents.

Benefits to You: Having this "Plain Writing" skill will increase your promotability because being known as a good writer translates into your being able to think clearly, analyze problems, make decisions and persuade others - all highly sought-after skills.

Benefits to Your Organization: Increased agency productivity, mission effectiveness, and image; improved public understanding and satisfaction; and more effective, professional, and promotable employees.

In just two days, you'll be able to:

- ✓ Produce quality documents faster and with greater ease
- ✓ Spend less time drafting, reviewing, and editing
- ✓ Make documents easier for readers to understand
- ✓ Save paper and storage space
- ✓ Increase your efficiency, productivity, and self-confidence

AGENDA

23 FEBRUARY 2011

8:30-3:30

Introduction: Overview of the Plain Writing Act of 2010

Writing Assignment: Assessing students' writing skills

Module 1 - Planning: Determining your purpose, objectives, and audience

Exercise: Preparing a clear purpose statement

Module 2 - Organizing: Gathering, analyzing, and arranging information

Exercise: Mind mapping and preparing an outline

Module 3 - Drafting: Overcoming writer's block

Exercise: Developing a rough first draft

Module 4 - Editing: Enhancing clarity, conciseness, and organization

Exercise: Improving your draft and critiquing others' work

24 FEBRUARY 2011

8:30-3:30

Module 4 - Editing: Crafting the body, paragraphs, sentences, and words

Exercise: Writing targeted paragraphs; making key points

Exercise: Rewriting sentences; eliminating wordiness and applying plain English

Module 4 - Editing: Overcoming standard English grammar traps

Module 5 - E-mailing and Texting: Using practical survival tips

Practical Application - Reviewing/rewriting sample Federal Government documents
(Bring your own samples as well.)

\$299 per person. Register 3 people and the 4th person is free.

Call or e-mail registration names to: 301.948.7636 fax 888.276.1998

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[Course Details](#)

[Registration](#)

[Plain Writing Act of 2010](#)