

What to expect from *Accurate Written Communication*

Dear Participant

We all make mistakes in our written work, especially when we're busy and under time pressure. Who hasn't got a name or date wrong at some point, or used the wrong words or spelling in their written communication?

You'll have never been on a workshop quite like this before! It's not about boring things like proofreading or grammar, or about how to write a report. It's about the fascinating things which make all of us sometimes make mistakes. It's about how to adopt new ways of thinking about your written work, so you can prepare, check and process emails, letters and all your other written communication with confidence.

In this fun, participative workshop, called *Accurate Written Communication*, you'll learn how to check your work for accuracy, how to be alert to the possibility of error and how to deal with distractions.

We'll be asking you to share examples of your own written work and we'll be giving you lots of hands-on practice with letters, emails, marketing literature, social media posts and any other documents you use at work. You'll also go away with a checklist designed to be used with your own documents.

The accuracy of your written communication says a lot about you and your organisation. So, come along to *Accurate Written Communication* ready to share ideas, learn new techniques and try some useful tips for improving the accuracy of your work. You'll be glad you did!

We hope you enjoy the programme.

Best wishes

The Scott Bradbury Accuracy Team

