



Essential writing skills: Online program

Thank you for enrolling in our *Essential writing skills* online program. The purpose of this instruction is to help you prepare for and access the training.

Learning objectives

The program is suitable for people in all roles and at all levels. No matter what your previous writing experience is, this program will help you to:

- develop content that is relevant to your readers
- use plain English to improve understanding and readability
- review documents for content and clarity.

Program outline

The training starts with an introductory tutorial followed by a series of self-paced online courses and live online tutorials. The dates and times for your program are:

Dates	Activity	Topics	Time
Thursday 24 February	Tutorial 1	Introduction to program	1.30 to 3.00 pm
24 February to 3 March	2 x self-paced online courses	<i>Purpose and planning</i> <i>Spotlight on structure</i>	Self-paced
Thursday 3 March	Tutorial 2	Developing content for documents	1.30 to 3.00 pm
3 to 10 March	2 x self-paced online courses	<i>Words that work</i> <i>Readers and readability</i>	Self-paced
Thursday 10 March	Tutorial 3	Writing clearly and persuasively	1.30 to 3.00 pm
10 to 17 March	2 x self-paced online courses	<i>Sensible sentences</i> <i>Effective editing</i>	Self-paced
Thursday 17 March	Tutorial 4	Reviewing documents	1.30 to 3.00 pm

These times are Australian Eastern Daylight Saving Time. If required, please allow for time zone differences.

Self-paced courses

The self-paced courses comprise videos, activities and downloadable guides, and each course takes 1–2 hours to complete. We will explain how to access the self-paced courses during the introductory tutorial.

Once you have access to the self-paced courses, you can do them at any time and in any place, on a computer, tablet or phone. You can also stop, restart or repeat the courses as often as you like.

Tutorials

The tutorials will be delivered using Microsoft Teams. We will email you a Teams invitation a few days before the first tutorial. Use the link or passcode in that invitation to join the tutorial.

You can attend the tutorials by computer, tablet or phone. You do not need a Teams account to attend the tutorials.

If you are using a work device, the Teams application might already be loaded on it. If not, you can join the course without downloading the application. Just click the button **continue on this browser** when prompted. Teams works best on Google Chrome, Mozilla Firefox and Chromium Edge. It does not work on Internet Explorer.

If you haven't joined a meeting in Teams before, [this tutorial](#) explains the basics.

We will open the Teams link 30 minutes before each tutorial starts. This gives you time to test your connection and resolve any access issues.

Technical tips

To keep the tutorials as interactive as possible, we request you join using a device with a webcam and microphone. Many people use a mobile phone for this. We understand, however, if this isn't possible or if you prefer to leave your camera off.

The best fix for most technical problems is to leave the tutorial, wait a few seconds, then re-join it. You should also join the tutorial with enough time to check your connection, sound and video before the tutorial starts.

Conclusion

We want you to get as much as possible out of this program, so please call at any time if you have questions or problems. I will be your facilitator and I look forward to meeting you online and improving the content and clarity of your documents.

Regards



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