

From grammar to clear writing: a comprehensive elearning course

WRITING SKILLS THAT PROFESSIONALS NEED

From grammar to clear writing is an elearning course:

- » for individuals at all levels who want to write better documents
- » for organisations that need to communicate complex ideas efficiently
- » based on the Commonwealth style guide.

Try the free demonstration module—*Sentences made simple*—at elearning.ethoscrcs.com.au.

FOR INDIVIDUALS: FLEXIBILITY, CONVENIENCE AND CHOICE

From grammar to clear writing offers professionals a flexible training course that suits how they want to learn.

Trainees can do a little each day—or a lot. And can work through *From grammar to clear writing* in their own time, at their own place and at their own pace.

Outcomes include:

- » ideas expressed more clearly
- » more effective writers
- » text that makes a clear point.

FOR ORGANISATIONS: COST-EFFECTIVE OUTCOMES

For organisations, *From grammar to clear writing* offers a cost-effective training solution for unlimited numbers of staff. Benefits include:

- » **Ease of enrolment:** enrolment online is an easy, one-step process.
- » **Ease of payment:** payment can be made by credit card online, or by invoice for larger groups.
- » **Reduced costs:** no travel or accommodation costs; no need to book training rooms.
- » **Reduced disruption:** no disruption to the workplace by having staff away for training at critical times.



- » **Reduced overheads:** learning and development staff are free to manage other courses.
- » **Clear tracking of progress:** the progress of trainees can be tracked by learning and development staff, and by managers.

CONTENT AND DELIVERY

From grammar to clear writing was designed and developed in Canberra by expert writers and trainers. It comprises nine modules, starting with *Sentences made simple*—try this module free online—and finishing with *Clear writing*.

Working through an integrated program of theory, examples and interactive exercises—backed up at each step by video examples and tips—trainees put the principles of clear writing into practice.

WHO WILL BENEFIT?

- » graduates
- » recruits
- » professionals who have to write
- » technical experts who are new to writing
- » administrative and executive staff
- » managers who have to coach staff to be better writers

Ask us about the rates we offer for group enrolments.

To find out more about *From grammar to clear writing*, contact us on 02 6247 2225 or at elearning@ethoscrcs.com.au.