

# Office Writing

for the Australian Public Sector

*Write with confidence.*

'This two-day, writing course helps you to write public sector documents that are clear, concise and correct.'

*Francis Walsh*



## What this course aims to achieve.

The 'Office Writing' course is designed to develop fundamental, writing skills that are relevant to and effective in the public sector. This learning includes developing abilities in the use of correct grammar, style and structure.

## What this course will try to help you do.

- Write more confidently in the public sector.
- Use correct grammar, punctuation and stylistic conventions.
- Learn to write for people with different reading needs.
- Create simple, coherent documents about complex issues.
- Employ more effective document formats.
- Develop document structures that enhance outcomes.

## What this course is like.

This presentation is a combination of brief lectures, exercises and discussions. You will receive extensive, course documentation.

The learning environment is friendly, relaxed and supportive. It is highly probable that other participants will share similar experiences and have skills that are like yours.

Francis Walsh will be able to help you (if you wish) during and after the course.



## **What you will do during the course.**

- Learn to use correct punctuation.
- Understand the use of apostrophes.
- Practise writing simply.
- Learn to use parallel construction.
- Analyse logical flow.
- Avoid creating fragments and run-ons.
- Correct problems with subject-verb relations.
- Practise using passive and active voice appropriately.
- Identify and correct ambiguity.
- Recognise commonly misused words.
- Communicate effectively with jargon.
- Learn how to invigorate your writing.
- Control tone in writing.

## **What you will be able to do after the course.**

If you follow the principles and techniques learned in this course, you will be able to apply newly learned writing skills immediately upon your return to work.

You will be able to respond more competently to demands for letters, minutes and reports. You will be able to modify your writing style to ensure that your writing is clear and concise. Further, you will be able to write with fewer grammatical and punctuation errors and to use words more precisely.

**Your confidence will grow.**



## Who you will meet at this course.

Typically, you will develop your skills alongside public sector workers who need to revise the foundations of writing. At work, they will be writing e-mails, correspondence, reports, briefs and minutes.

Some participants will have a university-level education, but others will have high school, senior college and/or TAFE qualifications. Many have diverse, non-public sector experiences.

## What participants have said.

'I really enjoyed the course and I am able to incorporate what I have learnt into my work.'

'The presenter and the content were great!'

'Excellent value, with some areas very relevant in the oncoming year.'

'Fantastic! I learnt so much in such a short time. The hours flew by because the content was presented with such enthusiasm and wit. Thank you.'

'Writing isn't as scary as it was before this course.'

'Amazing, brilliant enlightening, refreshing and empowering course. Thank you so much.'



# What to do next.

Register for the next 'Office Writing' course.

## Office Writing for the Australian Public Sector

If you have any queries, please contact our Business Manager or visit our website.

**E:** [businessmanager@franciswalsh.com](mailto:businessmanager@franciswalsh.com)

**T:** (02) 6154 1501  
(07) 3374 4368

**W:** [www.franciswalsh.com](http://www.franciswalsh.com)

**Write confidently at work.**



## Other Francis Walsh Writing Courses

**Managing Writing:** two days that will help you to write more effectively as you take a positive leadership role in the public sector

**Editing and Proofreading (Red Pen):** one day that provides everything you need to know to prepare public sector documents for release (inside or outside your organisation)

**Dear Minister:** one day that helps you to develop your skills in preparing successful correspondence, Question Time Briefs and briefing submissions for your minister

**E-writing:** a special, one-day, in-house course that shows you how to write government, Internet and intranet documents

**Visit our website for more information.**

[www.franciswalsh.com](http://www.franciswalsh.com)

## Francis Walsh's Free E-booklets

[Windfall Recall](#)

[Punc.](#)

[The New Old-Fashioned English Text Book](#)

[Decision](#)

[Government on Tweet Street](#)

