

Plain Language/Plain Writing

Objective: To teach the basics of writing and editing in plain language.

Intended Audiences: Writers and editors. This course is offered through The Regulatory Group, but 95% of the information applies equally well to writing regulations and to writing any other sort of business or government communication, including material intended for the Internet.

Duration: The outline below describes material that can be covered in three to five hours of class time, depending on the size of the class and the time available. If a full day is desired, the additional time is best used working on documents that the students are somewhat familiar with, editing them to make them plainer and more reader-friendly.

For More Information, or to Contract for this

Course: Contact Piedmont Maury Consulting (202-215-7927) or The Regulatory Group (202-466-3205)

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