



*Writing in Plain Language is an essential skill for anyone who communicates with customers, employees, and the public.*

*Clear writing reduces errors, misunderstandings, and calls to your help lines while improving productivity and compliance.*



### What You Will Learn

You will learn to

- write clear communications that get results and meet Plain Language guidelines
- structure complex business information so that it is easy for diverse audiences to understand and use
- select the right level of detail for multiple audiences, and
- provide context to improve comprehension and compliance.

### What You Will Receive

This hands-on workshop offers

- one full day of dedicated team learning time guided by an experienced instructor
- small class size to ensure individual attention
- small group and hands-on exercises
- a comprehensive reference manual, and
- a handy quick reference card to guide you back at work.

### Bring Clarity to Your Communications Today!

Sign up now for Information Mapping's new 1-day workshop, *Writing in Plain Language: A Structured Approach™*.

New Locations	New Date
Toronto	March 30, 2010
Ottawa	March 30, 2010

### Onsite Option

Or, bring this workshop to your location on the dates you choose and save money while getting your whole team working together to write in Plain Language.

### Register Today

Public workshops are available at a cost of \$595 per person. For additional information or to register,

- call us at 1-888-INFOMAP (463-6627) or
- email us [info@infomap.ca](mailto:info@infomap.ca).

\*Terms and conditions apply.