

# Writing for Government

## How to write better documents of all types

Every document produced by an organisation is the lasting record of the service it has provided. The document is the main indicator of how well the organisation is doing its job and how others judge much of its performance.

An effect of computerisation in the workplace is that now we are all expected to be writers.

*Writing for Government* is an active and interactive program that aims to help all participants produce documents that reflect the requirements of government and high writing standards while communicating effectively with their readers.

Participants will become aware of the most appropriate format and writing styles for different types of documents and correspondence, and for different audiences. In addition, they will learn how to use clear and concise language that avoids ambiguity and jargon.

### Recommended for

Government agencies and public-sector personnel who wish to improve the quality of their written communication and make a greater impact while complying with government guidelines.

### Purpose of the program

This program aims to help all participants produce documents that reflect their department's high business standards and requirements while communicating effectively with their readers.

### Program content

- using the writing process – five stages
- writing for a specific audience
- creating the purpose statement
- organising information
- structuring paragraphs and sentences
- writing in Plain English
- avoiding common mistakes with grammar, punctuation and spelling
- using the active and passive voice
- choosing the appropriate style
- applying guidelines to writing **internal** correspondence, briefing notes, memos, reports, business cases and letters
- applying guidelines to writing Ministerial correspondence, ministerials, briefing notes, memos, reports and letters
- providing critical information as succinctly as possible
- reviewing email etiquette and guidelines

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## Pre-work

Participants will bring 2 pieces of writing to the program for review using the tools and guidelines covered in the program.

## Learning outcomes

At the completion of this program it is anticipated that participants will be able to:

- plan, draft and present clear and concise workplace documents using Plain English
- create a purpose statement for their documents
- write to meet the needs and sensitivities of their intended audience
- incorporate all relevant protocols including writing style guides
- logically structure and clearly express their ideas and arguments
- identify and correct common grammar, punctuation, spelling and other errors
- review, proofread, critique and improve their own and others' workplace documents

## Master the skills

This is a practical and interactive program. In the workshop, participants will explore and apply the learning to a range of written documents as well as 2 pieces of their own writing they have brought to the program.

They will develop a plan for developing their writing skills following the program.

**Discover it, learn it, practise it, make it your own  
*then do it for real!***

## Create your innovative workplace:

- Two-hour creativity taster for your team
- Half day and full day creativity and innovation workshops for workplaces
- Innovation leadership development
- Key note presentations and breakout workshops
- Innovation consulting – create an innovation culture in your organisation

Results through **INNOVATION**