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SAN FRANCISCO BAY AREA FEDERAL EXECUTIVE BOARD**

San Francisco Federal Building  
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## **Plain Writing Clinic** **September 5-6, 2017 8:30AM – 3:30PM**

**Joan Wisnosky**

Trainer, GSA Contractor, and Author



**Overview:** If you are serious about simplifying your writing, saving time in doing it, and seeing results quickly, then this two-day intensive course is for you. It supports your agency's compliance with the Plain Writing Act of 2010. You're taught "*plain language*" writing that is clear, concise, well-organized and follows other best practices appropriate to your subject and intended audience. You'll become skilled in writing clearly and briefly while understanding your reader's needs. By writing documents in plain English, you'll save valuable time not having to clarify your meaning to your reader or your boss. Practical exercises are conducted throughout the course. You'll review, critique and rewrite samples as well as prepare original documents.

### **Objectives:**

By the end of the course, you will be better able to write quality documents faster and with greater ease. Plus, you will ensure that your writing is "easy reading" for your reader.

### **Topics:**

- Write clear and complete purpose statements
- Develop mind-maps of your purpose and key points integrating them into an outline
- Create first drafts easily overcoming writer's block
- Prepare well-crafted paragraphs with main points and supporting material
- Write clear sentences using plain English and edit out "Bureaucratese"
- Prepare "on-target" emails based on common do's and don'ts

### **Course Chapters:**

1. Planning - Your Purpose Statement
2. Organizing - Analyze and Arrange Info.
3. Overcoming Writer's Block
4. Editing – Enhancing Clarity
5. E-mailing and Texting Tips

### **Location:**

Federal Building  
90 7<sup>th</sup> Street, Ground Level B-020  
San Francisco – Civic Center BART

### **Tuition:**

\$299 for 3 or more registered  
\$319 for individuals

### **Registration and Inquiries:**

[Registration Form](#)

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