

Successful Written Communication

Clear Writing Workshop

Do you:

- Use written materials to advertise your services and programs?
- Create newsletters, calendars, brochures, applications or websites?
- Want your information to be understood by as many people as possible?

If you answered “yes!” to any of these questions, then our **Clear Writing workshop** is for you!

Literacy Link South Central offers this workshop to help people create effective written materials. Here is a chance to review written communication that you use with clients and within your organization.

During the Clear Writing workshop we will explore:

- How to make your messages more clear by choosing the right words
- How to use graphics and layout to make your written materials easier to read
- How to design written materials for people with low literacy, people who have English as a second language and people who are busy!

By the end of the workshop, participants will have several new ideas on how to communicate successfully through written material.

We encourage you to bring anything you are currently working on. After the workshop, the facilitator will offer suggestions and discuss how to apply Clear Writing tips to your materials.



This workshop is brought to you by:
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