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ONLINE COURSEWARE

Business Writing and Plain English

The best **two-program series** available – GUARANTEED! Designed by writing experts. BRITISH ENGLISH and AMERICAN ENGLISH versions available for immediate delivery.



CORPORATE LICENSE

- Pay one fixed and affordable amount (avoid the high cost of user-based pricing)
- Load SCORM courseware onto your LMS or use our LMS as your 'virtual' system
- Endorsed by the Institute of Chartered Accountants and the Records Management Association
- Used by over 40 government departments, private and public companies, and universities

What others are saying about our programs.

EDITH COWAN UNIVERSITY

I loved it. I was surprised about how much I learned. I also loved the flexibility of online learning where I could do a lesson when ever I pleased at a time that suited me. I was one of four who completed the course in my work area. There is now frequent open discussion on writing styles and rules within the office... so the learning continues. Well done!

AMBULANCE SERVICE

Very impressed! I was shocked at how much I learned in such a short space of time. It is very difficult to enjoy reading the paper now. Every time I read an article I find issues with the way it is written and want to edit it.

FREE CORPORATE TRIAL

Takes only minutes to set up

+612 9130 6856

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CLIENTS



INDUSTRY ENDORSEMENTS



MONEY BACK GUARANTEE

If the SCORM files do not work on your LMS, we will refund your money.

WHAT NEXT?

Please send an email to info@EnglishWriting.biz with your details and leave the rest to us.

How much does a corporate license cost?

The price is one fixed and affordable amount plus a small annual license renewal fee. As the courseware is on your LMS, there is no limit to the number of staff who can have access.

What type of online learning is it?

The programs are true online interactive programs. Participants get immediate feedback on activities, assessments and tutorials. They don't need to send in assignments or wait for notes to arrive in the mail.

What are the learning outcomes?

Business Writing I: Grammar, Plain English and Presentation

Learn techniques for stylistic clarity that results in grammatically correct, concise and flawlessly professional documents.

- Identify when writing contains common grammatical errors and how to correct them.
- Identify when writing contains punctuation, case and sentence construction faults, and how to fix them.
- Become an accurate word miser (a writer who uses plain English) and write to clarify rather than confuse.
- Select appropriate writing styles (including person, voice and tense) for different document types.
- Use techniques that improve readability and scanability (including lists and white space ratio).
- Improve a document's appearance to ensure a professional final copy.

Business Writing II: Document Planning, Structure and Tone

Learn practical techniques for structural clarity that results in clear, well-structured and polite documents that are easy to read and scan.

- Use the Planning Model to plan all written work in less than 10 minutes.
- Batch topics into a well-structured outline so that the information is reader-oriented, tells a coherent and credible story, and ensures key points are easy to find.
- Use parallel patterns to present the document structure.
- Review information with a critical eye for relevance, missing elements, or faulty logic and structure.
- Use the Persuasion Model to draw logical and objective conclusions from data and facts.
- Write emotional and sensitive documents that avoid negative repercussions and alienation.

What are the features of the two-program series?

Comprehensive:	A total of 16 hours of study covering all aspects of professional writing in detail
Flexible:	A stand-alone learning tool for remote learners or a follow-up to onsite training
Individual:	Participants learn at their own pace and in their own time
Well structured:	12 courses, each consisting of a number of lessons and an assessment
Streamlined:	Participants can complete pre-course assessments to evaluate their specific needs
Time saving:	Each lesson is bookmarked when exited, making it easy to resume learning
Stimulating:	Lessons contain well researched lesson text and plenty of interactive activities
Easy to use:	User-friendly and suitable for all levels of technical experience
Ongoing:	Printable lesson notes for reference purposes and continuous learning
Efficient:	Many resources with time-saving checklists, templates and example documents
Measurable:	Printable report for each course assessment
Recognition:	Certificate on successful completion

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How is the courseware structured?

You can select a program bundle or custom-design a program for your company.

PROGRAM BUNDLES

Select from programs made up of a series of pre-determined courses as shown below.

BUILD YOUR OWN PROGRAM

Custom-design your own program by selecting only the courses, resources and tutorials you believe will meet the specific business writing needs in your company.

Business Writing I: Grammar, Plain English and Presentation

COURSE 1: CORRECTING COMMON GRAMMATICAL ERRORS

Learn about the four most common grammatical errors and how to check for them and correct them.

OPTIONAL PRE-ASSESSMENT:	Check for common grammatical errors
LESSON 1:	Check for pronoun reference agreement problems
LESSON 2:	Check for subject verb agreement problems
LESSON 3:	Check for vague pronoun and word problems
LESSON 4:	Check for dangling and misplaced modifiers
ASSESSMENT:	Common grammatical errors

COURSE 2: CHECKING YOUR WORD CHOICES AND SPELLING

Learn to use correct word choices in commonly abused, misused, confused and misspelled words.

OPTIONAL PRE-ASSESSMENT:	Word choices and spelling
LESSON 1a:	Check for correct word choices
LESSON 1b:	Check for correct word choices
LESSON 2:	Check for sexist and politically correct words
LESSON 3:	Check for spelling and typing errors
ASSESSMENT:	Word choices and spelling

COURSE 3: EDITING YOUR PUNCTUATION AND CASE MISTAKES

Learn how to edit your document according to the rules for punctuating words, sentences, paragraphs and shortened forms. Also learn how to use case correctly and consistently.

OPTIONAL PRE-ASSESSMENT:	Punctuation and case
LESSON 1:	Check for the correct use of apostrophes
LESSON 2:	Check for the correct use of commas
LESSON 3:	Check for the correct use of commonly used punctuation marks
LESSON 4:	Check for correct use of question marks and exclamation marks
LESSON 5:	Check for correct punctuation and case in salutations and closes
LESSON 6:	Check for correct punctuation and case in shortened forms
LESSON 7:	Check correct punctuation and case when writing addresses
LESSON 8:	Check for correct punctuation and case when using brackets
LESSON 9:	Check for correct punctuation and case when using quotation marks
LESSON 10:	Check for correct use of capitalisation in common and proper nouns
ASSESSMENT:	Punctuation and case

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COURSE 4: EDITING YOUR SENTENCE CONSTRUCTION

Learn how to edit to ensure good sentence construction and parallel construct in your text. Also learn how to check for correct use of the active voice. Practise editing documents to ensure an overall consistent approach.

OPTIONAL PRE-ASSESSMENT:	Sentence construction
LESSON 1:	Check for good sentence construction
LESSON 2:	Check for correct parallel construct
LESSON 3:	Check for the use of the active voice
LESSON 4:	Check for appropriate and consistent tense
LESSON 5:	Check for use of 1st, 2nd and 3rd person writing
ASSESSMENT:	Sentence construction

COURSE 5: EDITING YOUR LISTS

Learn the rules for wording, punctuating and using case in bulleted, numbered or general lists.

OPTIONAL PRE-ASSESSMENT:	Lists
LESSON 1:	Leader sentences and leader phrases
LESSON 2:	Parallel construct in list items
LESSON 3:	Punctuation and case in list items
LESSON 4:	Bullet point progression
ASSESSMENT:	Lists

COURSE 6: EDITING SENTENCE SPRAWL AND PARAGRAPHS

Learn how to edit long sentences and to check for precise language (plain English). Practise correcting your document to ensure an absence of complicated vocabulary, long-winded phrases, redundancy, colloquial language, clichés and repetition of words. Also learn how to check paragraphs for their core idea and length.

OPTIONAL PRE-ASSESSMENT:	Sentences and paragraphs
LESSON 1:	Check for short sentences
LESSON 2:	Check for precise language
LESSON 3:	Check for short paragraphs and their construct
ASSESSMENT:	Sentences and paragraphs

COURSE 7: CORRECTING YOUR NUMBERS AND SYMBOLS

Learn the rules for abbreviating, punctuating, spacing and using case in numbers, digits, telephone numbers, time, currency, common symbols, measurement and dates, and how to check for their correct and consistent use.

OPTIONAL PRE-ASSESSMENT:	Numbers and symbols
LESSON 1-6:	Check for correct use of numbers and symbols
ASSESSMENT:	Numbers and symbols

COURSE 8: EDITING YOUR LAYOUT AND VISUALS

Learn how to edit your document for correct and consistent spacing and page setup including white space ratio, margins, indentations and fonts. Also learn how to check for appropriate use of visuals.

OPTIONAL PRE-ASSESSMENT:	Layout and visuals
LESSON 1:	Check for correct spacing
LESSON 2:	Check white space ratio
LESSON 3:	Check for correct use of visuals
ASSESSMENT:	Layout and visuals

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INTERACTIVE TUTORIALS

TUTORIAL 1:	Grammar
TUTORIAL 2:	Plain English

Business Writing II: Document Planning, Structure and Tone

COURSE 1: PLANNING YOUR DOCUMENT

Planning helps you decide what you want to say and how to say it. It helps ensure all relevant information is included and the message flows logically. Learn how to plan and structure all types of documents (including persuasive documents) using an easy to use, step by step model for planning.

OPTIONAL PRE-ASSESSMENT:	Planning Model
LESSON 1:	Plan a document using the Planning Model
LESSON 2:	Plan a persuasive document
ACTIVITY:	Recommendation report
ASSESSMENT:	Planning Model

COURSE 2: WRITING YOUR INTRODUCTION AND CLOSING

All documents need to be clearly divided into three separate sections, the introduction, body and closing. Learn what to include in the introduction and closing and how to draft them effectively.

OPTIONAL PRE-ASSESSMENT:	Introductions and closings
LESSON 1-4:	Write the introduction and closing
ASSESSMENT:	Introductions and closings

COURSE 3: WRITING YOUR OUTLINE AND BODY

The body of a document provides the details for the reader in a logical framework that makes the document's message easy to read and scan. Learn how to write the body of your document from the reader's perspective and batch the content with an apparent and systematic structure and substructure. Practise using techniques to structure information.

OPTIONAL PRE-ASSESSMENT:	Outline and body
LESSON 1:	Arrange content with a structure
LESSON 2:	Check the communication purpose
LESSON 3:	Produce a reference system
LESSON 4:	Check the outline format
LESSON 5:	Write a descriptive heading
LESSON 6:	Check the outline headings
ASSESSMENT:	Outline and body

COURSE 4: WRITING YOUR DOCUMENT WITH TONE IN MIND

Tone in writing expresses the attitude of the writer about a certain subject at that moment. Learn how to draft your document maintaining a positive, professional and polite tone, even when delivering a negative message.

OPTIONAL PRE-ASSESSMENT:	Tone
LESSONS 1 & 2:	Write your document with tone in mind
ASSESSMENT:	Tone

WRITING RESOURCES

RESOURCES:	Checklists, notes and worksheets
RESOURCES:	Document templates, examples and structure

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INTERACTIVE TUTORIALS

TUTORIAL 1:	Payroll procedure
TUTORIAL 2:	Response to overdue account
TUTORIAL 3:	Business case
TUTORIAL 4:	Retirement fund dispute

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