

Writing plain English

Online course programme

Introduction

Lesson 1 – What do we mean by plain English?

– The main plain English techniques

Lesson 2 – Using everyday words

– Exercises

Lesson 3 – Keeping your sentences short and effective

– Using 'bullet lists'

– Exercises

Lesson 4 – Making your writing 'human'

– Exercises

Lesson 5 – Writing 'actively'

– Exercises

Lesson 6 – Punctuating properly

– Grammar tips

Lesson 7 – Writing letters and reports.

Most lessons contain a number of quick quizzes and interactive exercises. The exercises listed above are longer ones to give you a chance to practise what you have learnt in more detail.