

Why use Clearly Stated for your writing training?

Writing is the basis on which Clearly Stated was founded — it's what we do: provide clear, unambiguous documentation for our clients. We have been where you are now, whether you are trying to write something sensible when a deadline is looming or explaining something extremely complex to people without the background knowledge. You can be sure that what we teach you actually works in the real world — it isn't just the latest theory.

Our courses

If you don't see what you're looking for in the list below, please ask.

- Bids

Whether you are bidding for work or bidding for funding, you need stand out from your competitors.

- Copywriting

Press releases, advertisements, leaflets, newsletters and brochures — all of the things written to promote your organisation and its services.

- Report writing

Project progress reports, status reports, summary reports following a particular event — whether written for internal or external readers, the information they contain needs to be clear and unambiguous.

- Rules of English (and when you can break them)

Spelling, grammar, punctuation — the building blocks of English — are discussed, showing how to spot and correct common errors.

- Technical documents

Writing technical documents for a non-technical audience is not easy. Online help, user guides, product manuals, specifications and maintenance guides all fall into this category.

- Web writing

Reading on screen isn't the same as reading on paper — so why write in the same way? This course focuses on getting your message across when people's attention spans are often at the lowest.

- Writing to persuade

Business cases and proposals need agreement from others before you can move forward. Presenting your arguments clearly and persuasively will help you to get it.

It's important to us that you get the most benefit from whichever course you attend. Please get in touch so we can advise which of our courses would best meet your needs.

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