Personal Development

Getting it 'Write'

Course Details

Price

£215.00

Start date

20 October 2026

Length

Half day (09:00-12:30)

CPD Points

3.50

Course Overview

This course aims to provide the practical tools to ensure that written communications are of a high standard. Delegates will learn what is involved in accurate and clear writing, including a focus on common errors in spelling and grammar, and the importance of plain English.

Content

Why and what do we write?

- Understanding the audience/needs and expectations
- Identifying your key message(s)
- Planning what you need to say

The five 'C' s of good written communication:

- Clarity, Conciseness, Courtesy, Completeness, Correctness
- Presentation styles, using bullet points etc.
- Plain English and the 'fog index'
- Proof reading your work

Get to the Point!

- Avoiding unnecessary words and clichéd expressions
- Keep it simple
- Avoiding common errors in spelling

Get it Right!

- Understanding punctuation
- Common errors in the use of the apostrophe and other punctuation marks
- A comma can change the meaning of a sentence

Effective Emails:

- Introductions and conclusions
- Understanding the 'written etiquette' of emails
- 'Signposting' key messages effectively

Write with Impact:

- Setting the right tone
- Words that aid or abet meaning
- Efficient but human communications!

Benefits

Today's business environments demand an ability to communicate effectively across a range of written communications, including emails, letters, reports and a wide range of other written communications that record or convey information to a third party. Written communications need to have clarity and accuracy, as well as following the conventions of grammar and spelling. Good communications enhance professional relationships and build reputations.

Key Learning Outcomes :

- Greater confidence in written communications
- Awareness of a template for good communications
- Understand the conventions of grammar and spelling
- Raise awareness of common errors in written business English

Next Steps

If you would like to book a place on this course please click on the **'Book Course'** button to the right of this page and login or register for a user account to complete your booking(s). Any queries please do not hesitate to contact us via **admin@gta.gg** or call us on 01481 224570.

If no date is scheduled for this course at the present time please click on the **'Register Interest'** button and login or register for a user account so that we can add you to our course interest register. This register allows us to contact our tutors and finalise dates for a course as soon as we have a few people who have expressed their interest, so the more delegates who register their interest, the sooner we can schedule a particular course.

Course Tutor

Peter Le Cheminant

Peter Le Cheminant is Guernsey born. He attended university in Winchester and developed his career as an English teacher over a 17 year period in the UK. Peter then returned to Guernsey in 1990 to take up a senior post at Les Beaucamps High School. Peter became headteacher of the school in 1992 and steered the organisation through many changes as well as playing a major role in the Project Team that was responsible for building an award winning new campus. After many years in a high profile leadership position Peter left his post in August 2014 and since then has taken up a second career working as a learning and development consultant mainly in the local finance sector. Peter also has a professional qualification in Executive Coaching from the University of the West of England and he is able to provide additional coaching for individuals if requested.