

Plain Language Foundations:

Writing Letters, Emails, Messages, and More

After this training, you will be able to:

- Prioritize and organize critical, need-to-know information in letters and other longer texts
- Identify grammar structures that are harder to read than others and choose alternatives
- Use clear word choices

How to register...

Email us the info below to
training@litworks.org:

- Your name
- Email
- Phone number
- Agency and role

Include "Training: Letter Writing"
in the subject line

Who should attend...

- Administrators
- Case managers
- Facilitators
- Front-line staff
- Communications staff

Anyone who shares info with the public!

Free!

When and Where:

Thursday,
September 5
2pm-4pm

at the Literacenter
641 W. Lake, 2nd floor
Chicago

