



## Editing Government Documents for Results

Enhancing the quality of your documents

### Why You Should Take This Course

Government supervisors and senior managers are spending significant time “fixing” and rewriting documents prepared by their employees. This hands-on workshop will equip you with the skills you need to edit written materials and to produce text that is: clear in meaning; elegant in logic and flow; concise in length; and complete and accurate in content.

### Objectives

By the end of this workshop, you will be able to:

- use effective writing and editing techniques to help you produce strong documents that are ready for your management review
- focus on understanding your message and making sure it gets across by paring down, sharpening and polishing your text so that your words match your message
- reduce the amount of time “fixing” and rewriting documents prepared by others

### Audience

- analysts and employees at all levels of the organization who want to improve the clarity of their work, or need to edit their own work before submitting high-quality written materials to their busy supervisors
- supervisors, managers, and executives who review documents written by their employees or others

**Duration:** 1 Day

**Price:** \$595.00 plus HST

### Topics

In this workshop, you will learn how to:

- integrate substantive editing techniques to produce high-quality materials that flow logically and are tailored to the identified audience
- use copy-editing techniques to increase clarity and readability
- spot common writing mistakes and stereotypical language – and fix them through effective editing techniques
- use your own workplace materials in the “virtual classroom” to increase relevance
- learn tips and techniques for working collaboratively and tactfully with others to produce high-quality materials and to offer constructive criticism and suggestions in a non-threatening manner