

Writing to promote accessible information: reports and policies

Thursday, 5 October 2017, Glasgow (9:30am – 4:00pm)

Course outline

Courses about report writing abound but this course starts with the basic premise that no-one can learn how to write a report on a one day course, just as no-one can learn a new language. Writing effectively is based on knowledge that through time becomes a skill. This course examines how to structure effective reports and to apply techniques to practical situations in the relevant sector.

Who is the course for?

This course is of particular relevance to any staff involved in drafting reports and policies.

Course programme

Agenda

1. Introductions
2. Nature of reports and policies examined
3. Key issues to take into account when writing reports and policies:
 - meaning(s) of language;
 - plain language (or not?); and
 - appropriate language
4. Promoting organisational policy objectives through language use and links to other organisational activities
5. Assessment of organisational documentation
6. Key hints to effective writing
7. Course evaluation

Course tutors

Doctor Stewart Montgomery and another specialist in language and/or equality themes will deliver this course.

General information of course issues covered

Report and policy writing and associated language skills are critical in meeting organisational objectives relating to equality matters. For example, clear and comprehensive internal documentation enables Board members to make informed decisions; while clear information to members of the public promote customer care commitments.

Nature of reports and policies

The first session will examine the theoretical issue regarding the nature of a report and policies and their purpose. This understanding is vital to drafting reports and policies in line with appropriate standards.

Key issues to take into account when writing reports and policies

This section of the course examines the range of issues that require to be considered if writing standards are to meet the objectives outlined above. This will provide an innovative approach as it blends a number of inter-dependent themes from different disciplines, including linguistic meanings (and context), the use of plain language and how language use is also critical for equality mainstreaming, for example, appropriate language.

Promoting organisational policy objectives through language use and links to other organisational activities

This section will also demonstrate how language use, including report and policy writing, is closely linked to equality mainstreaming objectives, as well as fostering good customer relations.

Assessment of organisational documentation

In order to focus on practical issues, there will be group work that assesses organisational reports and policies; this will introduce participants to equality impact assessment processes.

Key hints to effective writing

The final section will highlight some key issues that must be taken into account when writing reports and policies.

Course venue: GCIL Equality Academy, Red Tree Business Suites, Suite 1.16
33 Dalmarnock Road, Glasgow, G40 4LA.

Cost: £175 (refreshments and lunch provided).

For further information on the course, please contact
equalityacademy@gcil.org.uk or 0141 375 0464.