

Take this course to have your messages understood the first time!

Clear Writing is about the way you communicate in writing. It's about the

- language you use
- format of your document
- design of your document

Clear Writing says what you mean, simply and clearly. Clear Writing is knowing the needs of your reader and making the message clear for them.

This course is for you if you

- want to improve your personal and work-related writing skills
- can commit 3 to 5 hours per week to learn and complete assignments
- may want to becoming recognized as an LNO Clear Writing Editor, Facilitator or Consultant (both editor and facilitator)

This course is 12 weeks and is delivered online using the Moodle platform (no live sessions).

Course Runs	March 20 – June 11, 2017	
Fee	\$295 (tax exempt)	
Registration	limit of 10 so register early!	www.learningnetworks.ca
Deadline to Register	March 16, 2017	

In this course you will put the Learning Networks of Ontario (LNO) Clear Writing Guidelines into practice. You will complete weekly assignments and 2 major assignments. You will also participate in discussion forums. This is a marked course. If you pass the course you will receive a Clear Writing course certificate.

This is “An excellent course that I can start to apply to my working and personal life immediately!”
– Course Participant

To register for the online course or for more information visit www.learningnetworks.ca and click “LNO Clear Writing” or contact Sara Gill at **905-527-2222** director@abea.on.ca.