

## Personal Development

# Getting it 'Write'

## Course Details

### Price

£215.00

### Start date

12 February 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.

## Course 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:

**Flexible learning that works for you**

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Proudly part of



- 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](mailto: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.