

## Fact Sheet

# EFFECTIVE WRITING IN THE WORKPLACE



## Overview

This micro-teach course enhances clarity, confidence, and professionalism in workplace writing. Learners will discover how effective writing impacts message reception and explore tone, structure, and plain language. Practical techniques for improving clarity in emails, reports, and updates promote collaboration, better decision-making, and professionalism in the workplace.



**Duration:**  
20 Minutes



**Assessment:**  
Formative  
assessment



**Price:**  
£5.00



**Certificate:**  
Yes – Highfield  
Completion Certificate

## Areas covered

- The impact of effective vs. ineffective writing
- Writing tone: why it matters and how to use it
- Clarity, structure and choosing the right words
- Practical tips for effective writing
- Comparing examples of real workplace writing

## Who is it aimed at?

This course is ideal for individual learners seeking to build confidence in written communication, as well as organisations aiming to enhance workplace writing skills across their teams. It's suitable for anyone responsible for writing emails, reports, or updates—regardless of role or industry.

