

## Precise Language

<b>Course description</b>	<p>The idea of the course is to boil down the principles of precise language to 7 Golden Rules. These rules are simple and can be applied immediately to any kind of text (email, publication, project description etc.). Being familiar with these rules will not only help the participants to write clear and precise texts themselves, but also to diagnose problems in other texts, for example when they are co-authoring a text or giving feedback to colleagues. The participants will be asked to provide texts before the course, so that all the course contents can be illustrated with the help of the participants' own texts.</p>
<b>Contents</b>	<ul style="list-style-type: none"><li>• definition and criteria of precise language</li><li>• 7 golden rules of precise language</li><li>• exercises with participants' texts</li></ul>
<b>Objectives</b>	<p>The participants...</p> <ul style="list-style-type: none"><li>• write clear and precise texts.</li><li>• can explain complex ideas to non-specialists.</li><li>• diagnose problems in texts and understand why certain texts are more accessible than others.</li></ul>
<b>Methods</b>	<p>The methods are interactive throughout. The course provides extensive exercises that aim at the application of the acquired skills to the participants' individual fields of work. Participants can schedule an individual coaching session after the course to discuss a current project in depth with the trainer.</p>
<b>Format</b>	<p>1 day course (online or in person) Individual coaching sessions after the course (optional)</p>