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Writing with Confidence and Clarity

Trim filler language that makes it harder for readers to understand and agree

When you write, you probably want to come across as professional and effective. Ironically, some of the ways we try to sound polite, deferential, and work-appropriate can actually clutter our messages and impact our credibility with readers.

In this workshop, you'll learn to seek and destroy common credibility killers that make it hard for readers to understand and agree with you. We'll talk about hedging, passive voice, over-apologizing, and more. After this workshop, you'll know how to recognize and re-write them.

This is a great add-on to any of our workshops. For workplace communication, pair with **Winning the Inbox** and **Email Etiquette**.

For career writing, pair with **Better Networking Messages** and **Writing & Your Personal Brand**.

YOU WILL LEARN

- 5 types of undermining language in writing
- How they impact your reader and your reputation
- How to revise or replace them for greater clarity
- How to use tools for self-editing so that you don't have to do it alone



60 MINUTES

Delivered virtually
Great for large groups

"The course was insightful, engaging and a lot of fun, too! We had a great time and also learned a lot. Some of the content was really eye-opening. Participants brought a written draft with them and were able to use new knowledge and improve their writing right during the session!"

—Olga Ivanova, American Councils for International Education

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