

Writing 103

Government and Public Service Writing

A training course devised primarily for Territory, State and Federal public servants seeking to enhance and improve specific written skills.

This course focuses on writing briefs, ministerials, policy documents, question time briefs (QTBs), possible parliamentary questions (PPQs), questions on notice, memos, minutes and other public service and government documents.

A must for those in government departments and agencies.

Topics include:

- Understanding government writing requirements and style guides
- Planning and preparing documents of differing length and style
- Ministerial, parliamentary and question time documents
- Writing memos, emails and correspondence
- Proofreading and editing

To book →

Please fax completed form to 02 6295 7066.

