

THE UNIVERSITY OF HONG KONG

To: Non-academic Staff

**Writing Workshop for Non-academic Staff:
Simpler, Clearer and More Effective Writing**

Two half-day workshops

Session 1

Date: Wednesday, October 20, 2010

Time: 2:30 pm – 5:30 pm

Venue: Room 617, 6/F, Meng Wah Complex

Session 2

Date: Thursday, October 21, 2010

Time: 9:00 am – 1:00 pm

Venue: Room 617, 6/F, Meng Wah Complex

Facilitator: Simon Clews, Director of Writing Centre for Scholars and Researchers, The University of Melbourne

These workshops are designed for non-academic staff who work with the written word on a daily basis and who need to ensure that their written communications are as effective as possible. Topics will include:

- Researching your audience and engaging with the reader
- The writer's voice
- Writing to your strengths
- Effective use of language
- The importance of editing
- Commercial writing

Participants are required to bring a laptop or writing materials to the workshop.

About the Facilitator

Simon Clews is the Director of the Writing Centre for Scholars and Researchers at the University of Melbourne, Australia (<http://www.msgr.unimelb.edu.au/writingcentre/>), as well as the Creative Program Director for Melbourne's *Writers at the Convent*. He is a regular book reviewer and writer of newspaper articles.

Registration

Seats are limited to 25 participants, on a first come, first served basis. For registration, please email the following information to the Knowledge Exchange Office (keoffice@hku.hk) by **September 30, 2010**:

Name:

(Dr/Mr/Ms/Miss – please delete where inappropriate)

Post:

Department:

Contact Tel:

E-mail:

The Writing Workshop is jointly organized by the Knowledge Exchange Office and Research Services of the Registry.

For enquiries, please contact KEO at 2299 0180.