

Measure the readability of your writing

Effective business writing is short and to the point. Use short sentences and short paragraphs. People are more likely to read letters that are less than a page and e-mails that are only a few lines long.

Use simple, direct language. Words like "loss" are more accurate than "negative growth". Avoid meaningless phrases such as "in terms of that situation".

Microsoft Word has a tool that measures the readability of text. To use the tool:

1. Choose *Tools, Options, Spelling and Grammar*.
2. Switch on *Show readability statistics*. You will have to switch on *Check grammar with spelling* to access this check box.
3. Select all or part of your document and choose *Tools, Spelling and Grammar*.

Word will check the spelling and grammar of the selected text and display the readability statistics:

- Flesch reading ease. Aim for a score of 60 – 70 out of 100. The higher the value the easier your document is to read. This part of the newsletter scores 66.
- 2. Flesch-Kincaid grade level. Aim for a score of 7 – 8 which means that the document could be read by a student in grade 7 or 8. This part of the newsletter scores 6.2.

Professional presentation

The following suggestions apply to documents that are to be printed.

1. Use a typeface that is easy to read. Although many publications recommend a serif typeface such as **Times New Roman**, the modern trend is towards the cleaner look of a sans serif typeface such as **Arial**. This newsletter is written in Arial Narrow.
2. Use a font size that is big enough to be legible but not so big as to appear childish. Eleven points is an effective compromise for print.
3. Use full justification to achieve a clean right margin.
4. Closely spaced, 'dense' documents are intimidating and less likely to be read. Give the reader some 'eye room' with wider margins, increased line spacing (try 1.5 lines) and space after paragraphs (try 9 points). Experiment with Condensing or Expanding the font by up to 0.5 points to achieve a tighter or more open appearance.
5. Highlight document headings by using a larger version of the same font. Add some space before headings to separate them from previous paragraphs.
6. When you have achieved satisfactory formats, save them as Body Text or Normal styles and Heading styles in the relevant template so they become the default for documents of this type. NDA's [Intermediate Word](#) course teaches these skills.

Stand by rates

NDA is now able to release the following courses for Stand-by enrolment, some at significant discounts on standard rates (to obtain the discount, please mention this email when making bookings):

Hobart – IT courses

[Word Advanced 2007](#) 23/27 May – 25% discount \$345 (standard rate \$460)

[Introduction to PCs 2007](#) 26/28 May – 25% discount \$345 (standard rate \$460)

[MYOB Advanced](#) 29 May – standard rate \$275

[PowerPoint 2003](#) 29 May – 20% discount \$184 (standard rate \$230)

[Project 2007](#) 2/3 June – 10% discount \$414 (standard rate \$460)

[DreamWeaver Introductory](#) 3 June – standard rate \$275

[Excel Introductory 2007](#) 5/6 June – standard rate \$460

[Excel Intermediate 2007](#) 6/10 June – standard rate \$460

[Excel Advanced 2007](#) 10/13 June – standard rate \$460

[Visio](#) 12 June – standard rate \$275

[Word Introductory 2003](#) 17/19 June – standard rate \$460

[Word Intermediate 2003](#) 19/23 June – standard rate \$460

[Word Advanced 2003](#) 23/25 June – 10% discount \$414 (standard rate \$460)

[PowerPoint 2007](#) 26 June – standard rate \$230

Hobart – Business Skills courses

[Superior Customer Service](#) 5 June – standard rate \$275

[Business Writing Skills](#) 17 June – standard rate \$275

Launceston – IT courses

[Introduction to PCs 2007](#) 26/28 May – 25% discount \$345 (standard rate \$460)

[PowerPoint 2003](#) 29 May – 20% discount \$184 (standard rate \$230)

[Excel Basics 2007](#) 3 June – standard rate \$230

[Excel Introductory 2007](#) 3/6 June – 10% discount \$414 (standard rate \$460)

[Outlook 2003](#) 16 June – standard rate \$230

[Office 2007 Conversion](#) 17 June – 20% discount \$220 (standard rate \$275)

[Word Introductory 2003](#) 17/19 June – standard rate \$460

[Word Intermediate 2003](#) 19/23 June – standard rate \$460

[MYOB Setup and Operation](#) 19/20 June – standard rate \$550

[Word Advanced 2003](#) 23/25 June – standard rate \$460

[Introduction to PCs 2003](#) 23/25 June – standard rate \$460

[PowerPoint 2007](#) 26 June – standard rate \$230

Launceston – Business Skills courses

[Recruit, Select & Induct Staff](#) 27 May – 20% discount \$220 (standard rate \$275)

[Superior Customer Service](#) 3 June – standard rate \$275

[Time Management](#) 4 June – 20% discount \$220 (standard rate \$275)

[OH&S in the Workplace](#) 16 June – standard rate \$275

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North West – IT courses

[Introduction to PCs 2007](#) 23/26 May – 25% discount \$345 (standard rate \$460)

[MYOB Time Billing](#) 28 May – standard rate \$275

[MYOB Advanced](#) 29 May – standard rate \$275

[Excel Intermediate 2007](#) 6/11 June – standard rate \$460

[Word Introductory 2003](#) 17/19 June 10% discount \$414 (standard rate \$460)

[Word Intermediate 2003](#) 19/23 June 10% discount \$414 (standard rate \$460)

North-West – Business Skills courses

[Business Writing Skills](#) 13 June – standard rate \$275

Call NDA on 1300 765 376 for more information or make a [booking](#) here. Existing bookings may not be amended but where at least one person is already enrolled at full price, additional people from the organisation may be enrolled for 50% of the standard course fee. These discounts may not be used in conjunction with any other offer.

Our privacy policy

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