

# Vibrant

making words work

## Internal Communications

### Better editing

Editing a publication for the first time, even if it's a four-page newsletter can be daunting. Especially if it covers a high profile topic or it's an urgent project. This course covers the basics of planning, sourcing, managing content and contributors, commissioning, handling approvals and deadlines. It also looks at subbing, design, proofing and distribution.

Better Editing 28 September 2006 9.30am – 5pm

Central London Venue

including lunch and refreshments

1 day £250 plus VAT

Book by Friday the 15 September to secure your place

### What delegates have said:

“Wonderful day. Nice small, friendly group. Very recommendable course – perfect for my needs.”

“I want to thank you for the course. It was all really useful and the group was great.”

**Other communications and publishing topics also available as workshops or as consultancy**