This training activity has been delivered as part of the Strategic Planning and Budgeting project, funded by the European Union. The overall objective of the project is to contribute to strengthening of beneficiary countries’ capacity to design and implement medium-term macro-fiscal policy. For more information on the project, please refer to: www.cef-see.org/bcpdi/spb.
The world is overloaded with information, making it essential to communicate clearly and concisely and to convey messages effectively. Readers need to understand quickly the key points and structure of any piece of writing, from short emails to the most formal reports.

This course focused on strategies for making English writing and editing more direct, cohesive, and engaging. It was delivered for people with a solid grounding in English but whose work requires that they strengthen their skills in written communication.

The focus of the workshop was on efficient writing of strategic macro-fiscal documents, especially for the intermediate and final authors of EFP/PEP reports. (Potential candidates for EU membership report each year to the European Commission on their Economic and Fiscal Programme [EFP]; candidate countries report on their Pre-Accession Economic Programme [PEP].) Assessments of past reports stressed the importance of strengthening the story line between different chapters, and better addressing inconsistencies caused, for example, when integrating inputs of different stakeholders into the main document; such integration often results in an unbalanced mix of too much detail on less important aspects and too little emphasis on more important aspects.

The following topics were covered during this 3-day course:
- Establishing clarity
- Outlining and organizing the text
- Highlighting key messages
- Guiding the reader through sentences and paragraphs
- Editing yourself and others
- Targeting your audience
- Avoiding bureaucratic language
- Editorial style and consistency
- Formatting for the reader

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Lecturers:
- Paul McClure, Ph.D., CEF Associate Fellow and Senior Communications Officer, World Bank Group

Participants:
In all, 18 participants attended the workshop from the following countries: Bosnia and Herzegovina, Croatia, Former Yugoslav Republic of Macedonia, Kosovo, Moldova, Montenegro, and Slovakia.
Evaluation:

**Overall satisfaction with the course**

No. of all responses: 16, Average mark: 4.50

**Overall usefulness of the workshop**

No. of all responses: 16, Average mark: 4.50
Selected Participants' Comments:

- Professional organization and lecturer with big knowledge and great presentations skills
- First, I will inform my colleagues about information that was shared at this workshop.
- I will use the knowledge when I’ll do next report about PFMS (strategy)
- The knowledge acquired will be useful in writing texts both in English and in my own language.
- These useful information and materials will help me in writing strategic documents
- Practical cases
- The lecturer delivered the course with high professionalism. No remarks.
- Excellent lecture with good presentation skills
- Great course, wide applicability, useful
- Useful seminar
- It was great. Thank you for delivering it.
- Thank you for accepting me to this course. This workshop was very useful for me and I think in my institution I will contribute with those information and skills that I have gained.
- It was a very useful course. Thank you for everything. Teacher was great.