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# Email announcement to all staff

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**Subject line** Introducing Read&Write for Work

Dear all staff,

We all have different ways of thinking, communicating and learning. Our individual needs and preferences shape how we like to work and get things done. That’s why we’ve just invested in brand new software that’ll support every single one of us to work in a way that suits us best. It’s called Read&Write for Work.

Read&Write is a powerful set of reading and writing tools that make digital text easier to understand for everyone. Its features particularly benefit those of us with a neurodiversity such as Dyslexia or ADHD. But it also supports 100% of us to thrive in our own way.

With Read&Write you can:

1. **Choose how to understand information** - Hear written text read out loud. Use dictionary features with auditory and visual support to aid comprehension.
2. **Communicate in the way you feel most comfortable** - Dictate information rather than type. Leave voice notes in collaborative documents instead of written feedback.
3. **Complete tasks with more confidence** - Use intuitive writing features, proofreading tools and concentration features to improve the quality of your work.
4. **Collaborate more effectively -** Digitise paper documents and unlock PDFs for easy editing and collaboration.
5. **Collate and summarise information with ease -** Organisational features allow you to collect and summarise large amounts of information in your own way.

You can learn more about Read&Write by visiting the Read&Write Academy: [**text.help/rw-resources**](https://text.help/rw-resources)

To access the software, [Include instructions on how to access the software from the network - or attached instructional documents to the email]

If you have any questions or need help accessing the software, speak to your line manager or contact [insert name of your Read&Write for Work champion].