

Better Business Writing

Create more engaging presentations, more actionable e-mails, and more persuasive memos. The need for sharp writing skills in business is greater today than ever before. We're surrounded by mountains of text on our virtual and actual desktops every day. Learn how to choose the most powerful words and write the most effective documents to give yourself a much needed edge. Topics include:

- Mastering Spelling, Punctuation, and Usage
- Sharpening Your Writing Style
- Strengthening Your Memos
- Using Email Effectively
- Conveying Bad News Tactfully
- When the News Is Especially Sensitive
- Ten Techniques for Effective Communication

Instructor: ExecuTrain
Dates: Monday, January 6
Location: Executive Dining Room (EDR) in Central Plaza –
Washington Group Complex
Hours: 7