



# Get it Write!

## A Workshop to Build Confidence and Competence in Your Business Writing

**Monday & Wednesday,  
November 16 & 18,  
2009**

**1 – 5p.m.**

**Temple College –  
Downtown**

**\$97**

(includes all materials)

Call 298-8616 or 8625  
for more information or  
to register

*How well does your business writing represent you and your organization? Are you getting the results you want from your written communications? Are you up on the latest "do's and don'ts" of email communication? Do you remember the grammar and punctuation tips learned long ago?*

This practical workshop will help you:

- Understand the importance of effective business writing.
- Discover how to get better results from your writing.
- Write with an appropriate tone for your correspondence.
- Improve your writing style by:
  - o Using the active voice
  - o Using concise language
  - o Avoiding overused words and phrases
  - o Eliminating redundancy
- Use proper e-mail etiquette and style.
- Recognize and avoid the 10 most common grammar and punctuation errors.



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