



Proofreading: A Grammar and Punctuation Review for Professionals

Monday & Tuesday
Nov 9 & 10
8 a.m. – 12 noon

Are you crystal clear on when to use the various punctuation marks?

How sure are you of your use of grammar?

Let this practical workshop help you:

- ~ Understand the correct use of punctuation marks
- ~ Review the parts and structure of sentences
- ~ Learn punctuation rules that have changed since you were in high school—and why
- ~ Learn tips to write correct, concise, and powerful sentences
- ~ Proofread more effectively

TC- Downtown
Business Training Center

Fee: \$97

Receive a copy of *The Blue Book of Grammar and Punctuation* by attending!

Visit

www.templejc.edu

And click on “Community Education”

Or call 254.298.8616
or 254.298.8625

Meet Your Instructor: Jennifer Lazarow. Jennifer holds an M.S. in Organizational Communication and a B.A. with double majors in Technical Writing and Communication. She is a certified trainer with Zenger-Miller, Achieve Global, and Psychological Associates, and a graduate of the Dale Carnegie Human Relations course. Additionally, she brings a wealth of practical, business-related experience to the classroom. Working with a wide range of industries, she has written video scripts, employee newsletters, training manuals, policy and procedure manuals, and on-line documentation. We get rave reviews from participants in Jennifer’s workshops, and are pleased to offer you the opportunity to learn from her.

Course Code: POFT 1091



TC

TEMPLE COLLEGE

BUSINESS AND COMMUNITY
EDUCATION