



Proofreading: A Grammar and Punctuation Review for Professionals

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

Thursdays,
Jan 29 & Feb 5
8:30 a.m. – 12:00 noon

TC- Downtown
Business Training Center

Fee: \$97

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

Register by Jan 22
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.



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