WRITING FOR CLARITY IN BUSINESS

Your success depends on effective communication, whether you are sending an email, creating a report, or writing a letter. Join us for this important two-day course!

May 5-6, 2016
Thurs.-Fri., 9 a.m.-4 p.m.
Boise State campus,
Campus School, Room 123,
2100 University Dr., Boise

This workshop presents a refresher on the essentials of business grammar and format. In-class exercises provide an opportunity to fine-tune your writing skills and receive individual feedback on your writing style.

Your success depends on effective communication. You will discover ways to improve all your writing tasks, including reports, letters, and emails. In addition, you will learn the direct and indirect approaches to writing, which guide you when organizing your message.

Topics
• Writing emails and memos that get results
• Applying practical grammar rules and guidelines
• Solving common writing problems
• Polishing your writing style
• Organizing your message to connect with your reader

Who should attend?
Supervisors, team leaders, team members with reporting responsibilities, or anyone with the desire to improve their writing and reporting skills

Instructor
Dr. Janet Worthington has taught technical writing for over twenty years. Dr. Worthington has presented workshops on business and technical writing for engineers and other professionals in manufacturing, government, and non-profit organizations.

Fee
$575, includes all materials

More Information
Learn more at cpd.boisestate.edu

What participants say . . .
“The Writing for Clarity in Business course was just what I was looking for! The instructor was terrific and I learned some great writing tips that I’ll definitely be putting to use.” – Wisti

Register Today
Enroll Online – If you are paying by credit card, you may register at our website - cpd.boisestate.edu
Call The Center – (208) 426-1709, and provide your VISA, MasterCard, or Discover.
Groups – Group discounts are available for three or more participants registering from the same organization for the same course at the same time. Call (208) 426-1709.

Enroll online today at cpd.boisestate.edu or call (208) 426-1709.

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