

PROFESSIONAL WRITING SKILLS

FOR WORKING PROFESSIONALS



Writing is a vital skill for private and public sector employees. Your work needs to be clear, concise, logical and correct. This course will help you plan your written documents and choose the most effective way to present information to your audience. You will become a more competent and confident writer; with a stronger ability to use clear, concise and correct language. The focus will be on improving proposals, reports, letters, memos, Email and other written documents.

- ➔ *Make points quickly, eliminate unnecessary words and avoid the most common writing errors*
- ➔ *Organize thoughts and write with purpose and conviction*
- ➔ *Effectively plan for your audience, purpose, message and tone*
- ➔ *Organize and edit content for clarity, conciseness and correctness*
- ➔ *Improve written communication for internal and external audiences*

WHAT YOU WILL LEARN:

- Correcting common grammar / writing errors
- The WRITE process
- Knowing your purpose
- Considering your audience
- Professional / business writing style
- Generating ideas and imposing order
- Overcoming writer's block, drafting your document
- Proofing, revising and finalizing your document

WHO SHOULD ATTEND

Private and public sector employees, working professionals who correspond with, or prepare documents for, internal or external audiences

Dates & Times

Friday Mornings
June 1, 8, & 15, 2018
8:30 a.m. – 12:00 p.m.

Location

SCCCD Herndon Campus
390 W. Fir Avenue, Bldg A, Room 108
Clovis, CA 93611

Registration Fee: \$285 per person

Space is limited! Register early!
Call: (559) 324-6461

Presented by:



TO REGISTER OR LEARN MORE: (559) 324-6461