



The Business Writing Workshop

In the Business Writing Workshop, you will learn proven tips and techniques that guarantee every message you write – in emails, letters, everything – will be polished and on target, representing both you and your organization in a highly professional manner.

Topic will include:

- Pre-writing strategies that work every time
- Special section on grammar basics that we promise will be short
- Mastering the writing process and using your personal style
- Writing powerfully and persuasively for any situation
- Post-writing techniques to clean up your writing
- Troubleshooting common writing problems

Date: March 28, 2019

Time: 8:30 a.m. – 3:30 p.m.

Audience: Those with an interest in improving writing skills

Fee: \$275

CANCELLATIONS MUST BE RECEIVED AT LEAST 7 DAYS PRIOR TO THE PROGRAM START DATE
ALL FEES ARE ELIGIBLE FOR STATE AID - SCHOOL DISTRICTS WILL BE BILLED THROUGH CO-SER 512

To register on-line go to: My Learning Plan at www.pnwboces.org/catalog

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