

the **Effective Business Writing** class

Be a better and more confident writer.

- Gain greater awareness of your audience and how to communicate ideas more effectively;
- Organize your writing, following guidelines for correct sentence structure, writing style, organization, and agreement;
- Know and apply the rules of punctuation, spelling, and mechanics; and
- Edit your own writing with confidence.

When: Tuesday, 26 January 9:00 AM – 5:00 PM
Wednesday, 14 April 9:00 AM – 5:00 PM
Thursday, 15 July 9:00 AM – 5:00 PM
Friday, 15 October 9:00 AM – 5:00 PM

Where: SLC Conference Center, 352 Seventh Avenue
(at 30th Street), 16th Floor, New York, NY 10001

Cost: \$225 per person

Register: www.improvingcommunications.com/registration.html

More information: www.improvingcommunications.com or call
516.317.2900

The *Effective Business Writing* program is an enjoyable and informative training session. The program provides participants with the necessary tools to improve their business communication. Feedback from employees, having attended a session, has been positive and confirms that they are using the skills learned in the program. Rich Atkins takes a subject that can be tedious and makes it humorous and easy-to-understand.

-Mary Ellen Fisher, Cablevision University