

Professional Writing Skills: A One- or Two-Day, On-Site Workshop

Write It Well designed this course for anyone who writes for work. Participants use *Professional Writing Skills: A Write It Well Guide* as the course workbook.

Program Objectives

Participants learn to communicate clearly and professionally in this training program by mastering these skills:

- Thinking about the audience, purpose, and main point
- Including all necessary information, and organizing it logically
- Using lists and other formatting techniques
- Using concise, active, specific language and plain English
- Avoiding common grammar and punctuation problems



Sample Agenda

This one- or two-day course includes the following topics:

- Introduction, objectives, and training overview
- Writing plans that reflect reader focus and purpose, most important point, organization and presentation
- First drafts that include openings, closings, summaries, lists, and headings
- Concise, clear language
- Review of grammar and punctuation
- Overview of effective e-mail

**Write It Well® has trained professionals
to write effectively for more than 25 years.**

Write It Well, formerly Advanced Communication Designs, Inc., is a certified woman-owned business (WBE). Since 1980, we have helped people communicate more clearly and work together more effectively. We provide practical, relevant information and strategies that businesspeople can use immediately to improve their writing skills. Visit www.writeitwell.com for more information.