



Business Writing Basics

If You Spel Like This, Your Career Is In Truble

Poor writing can destroy your career. Every piece of written communication, whether it's a quick email or a formal letter, counts. This seminar reintroduces you to the basics of good business writing as well as provides tips for organizing your thoughts and crafting a well-written memo, email, or letter. You need to be able to get your point across clearly and concisely. Your career depends on it.

In this seminar, you'll learn:

- Easy-to-use spelling shortcuts and punctuation pointers
- Common pitfalls in business writing and how to avoid them
- How to unclutter your messages by eliminating unnecessary words
- Tips you can use now to make sure your writing gets your point across
- How understanding personality styles can improve your business communication

Who Will Benefit?

Anyone who writes business memos, emails, letters, reports, or other business-related documents.

Book It Today!

Call **1-877-400-8647** to schedule this useful workshop and reap the benefits of more polished, more professional, and more powerful written communications in your organization.