Express It! Business Writing For Results

Did you know the phrase road-rage was added to our dictionaries in the year 2000? Did you know that a major dictionary recently added 10,000 new words? Do you know how long advertisers plan on for getting their point across? Come to Express It! for these answers as well as answers to your own questions.

This experiential, skills-building workshop is designed for anyone who suffers from writer's block while composing memos, letters, report, or proposals. The purpose of this course is to provide a safe learning environment for enhancing on-the-job-writing skills. The focus is on planning, organizing, writing, and editing business documents.

The objectives of this workshop are to help participants:

- Simplify written communication by systematically planning what will be communicated

- Increase efficiency by organizing ideas

- Learn e-mail etiquette and effectiveness

- Understand the thirty-second rule

- Write clearly by avoiding archaic and trite phrases