

## **Business Writing FY20**

**a two-day class: Monday, November 4 and December 9  
8:45 a.m.-4:15 p.m.**



Communicating at work has become increasingly difficult despite all the high tech communication tools available. When someone sends an email or speaks in-person, immediate assessments of that person's professionalism and ability to communicate well are formed.

In this two-day class, learn and practice effective communication techniques, especially writing. Emphasis is placed on using clear, concise language to meet the needs of readers.

Upon completion of this class, you will be able to:

- use proven solutions to business communication challenges
- speak and write more professionally
- use "back to basics" elements of written communication
- make documents more attractive and readable
- use correct sentence structure, punctuation, and style to clarify intended meaning and understanding
- create an action plan for making changes, taking action, and staying on-track

Please register in MC Learns under the "Communication & Interpersonal Relations" category.