



# Effective Business Writing

It's not your Grandma's grammar  
anymore!

**This one day seminar will show participants how to go from an idea to a finished document. Learn the building blocks that simplify writing and lead you to a more direct understandable style. Get the action and results you want by writing persuasive documents. Enjoy a quick grammar refresher to help you overcome those common mistakes we all make with word choice, punctuation, spelling, and sentence structure. Become a graduate of the Good Grammar Institute!**

## **Objectives:**

Develop a process for writing any type of business document

Learn to eliminate unnecessary words and choose a powerful vocabulary

Update your grammar skills to keep pace with our changing English language

Tap into personality styles and get your readers to take action

Practice proofreading techniques to ensure accuracy

Learn how to format any type of document to immediately get your reader's attention



We are increasing productivity one memo at a time.  
Call now!

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