

Effective Business Writing (~ in Yokosuka)

(SAID: 53900)

Conducted in English

DATE / TIME:	21 & 22 August 2014 (0800-1600)
COST:	\$280.94 per person based on 16 attendees. Actual cost to be prorated and based on actual attendees. Actual price will be given no later than 25 July 2014.
NOMINATION DEADLINE:	18 July 2014
DESCRIPTION:	<p>More people write in their daily work lives than ever before, via email, official correspondence, reports, and other means of official business writing. People are judged by their writing, yet many people do not understand the impact.</p> <p>Being able to develop strong writing skills is paramount to success. This class will cover all aspects of writing formats and the rules and regulations behind them. This workshop is very interactive and participatory, having time to develop and practice writing skills as the class progresses.</p> <p>Learn key components in business writing: style, grammar, and punctuation. You will learn the techniques of writing in an effective manner to catch your reader's attention and keep it! No matter what type of documents, briefs, or letters that you draft, there are fundamental writing skills that will enhance your success.</p>
TARGET AUDIENCE:	Anyone who wants to improve their writing skills.
VENDOR:	Key Training, Inc.
LOCATION:	RWD Classroom, in Bldg. A20, 2 nd floor, U.S. Naval Base, Yokosuka
POC:	CNRJ, RWD at 243-7328/7185
NOINATION PROCEDURES:	Please review RWD Website: http://www.cnrc.navy.mil/regions/cnrj/om/regional_workforce_development/nomination_procedures.html
PAYMENT METHODS:	Please review RWD Website: http://www.cnrc.navy.mil/regions/cnrj/om/regional_workforce_development/nomination_procedures.html
NOTE:	Cancellations after the nomination deadline date are liable for payment.