



Associated General Contractor's in cooperation with San Diego State University



Effective Business Writing



Everyone in your office should attend!!

Few business skills are more powerful or influential than solid writing skills. These seminars will provide participants with proven tools for writing that they can apply directly to any small assignment or a full-length proposal. RFQ's and RFI's will become lucid and be shaped in a professional business manner. These seminars will focus on grammar and usage, five essential steps of writing process, and editing and proofreading.

Working through practical exercises, participants will apply what they learn.

The objective of the course is for participants to sharpen their abilities to develop clear and concise written documents and emails in the workplace.

Get College level education without the college level price!

Anne Bromley is a writing instructor and consultant who lives in Encinitas, CA. Anne received her Master of Fine Arts degree in English at the University of Massachusetts and her Master of Education and Bachelor of Arts in English Literature degrees at Virginia Commonwealth University. Ms. Bromley is a widely published writer and award-winning educator. In addition to conducting corporate seminars in effective business writing in San Diego County, she teaches graduate and undergraduate business writing for San Diego State University.

Topics:

- Three types of sentences
- Active vs. passive voice
- Use of commas and semicolons
- Frequently misused words
- Rules of grammar
- Subject and verb agreement
- Learn how to decide what to say
- Utilize guidelines for organizing your thoughts
- Discover how to pick the most effective approach for your targeted readers
- Eliminate words and phrases that muddle your message
- Use of an editing checklist
- Effective RFQ's and RFI's specifically for the construction industry.

3 Sessions

Tuesdays, December 4, 11, and 18, 2007

8:30am – 11:30am AGC Facility

AGC Members: \$249.00 Non-Members: \$299.00

Register Online at www.agcsd.org

“Education Tab”

For more information please contact Ryan Famularo

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