

Wednesday, July 12

1:00pm – 5:00pm  
Instructor: Denise Pinkney

**DIVISION FOR WORKFORCE AFFAIRS**

TRAINND SOUTHEAST

## Better Business Writing Part 1

Create more engaging presentations, more actionable e-mails and more persuasive memos. The need for sharp writing skills in business is greater today than ever before. We're surrounded by mountains of text on our virtual and actual desktops every day. Learn how to choose the most powerful words and write the most effective documents to give yourself a much-needed edge.

### LEARN:

- Writing Basics
- To choose your words carefully
- To improve your business writing
- To write for special circumstances
- How to know your audience