

EFFECTIVE BUSINESS WRITING, GRAMMAR, & PROOFREADING

What's New
with Elevate

This one-day program focuses on creative communication and the presentation of specialized information in an accessible way to a variety of different audiences who expect clarity, accuracy, and professionalism. Participants will gain an understanding of and practice the skills needed to produce professional writing. They will learn to assess their audience and their needs and will be guided through the planning & drafting and revisions & edits of a document.

IN THIS COURSE, YOU WILL LEARN:

- Learn to assess the audience and their needs
- Understand and practice the skills needed to produce professional writing including planning, drafting, revising, and editing
- E-mail etiquette
- Grammar and Proofreading
- Crafting your business documents

Class Format:
On-site & Virtual



ENROLL TODAY!

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