

Getting results with **Clear Writing & Dynamic Presentations**

What's New
with Elevate

Class Format:
On-site & Virtual

Elevate's 3 day program focuses on improving both oral and written communication for people who write e-mails, reports, memos, business letters, meeting minutes, and who give presentations to influence and persuade. We take a fun approach to grammar review, and all three days are packed with activities, skill practice, and practical application so that participants can use what they learn immediately back on the job. Each day can be presented as a stand alone session.

DAY 1: GRAMMAR

During day one of the series, participants will learn proper grammar skills. This includes, proper punctuation, understanding the active vs. passive voice, sentence structure, proper usage, and beyond. Participants will also learn grammar myths, learn the difference between definite & indefinite pronouns, prepositional phrases and other agreement challenges that confront writers.

DAY 2: WRITING

Participants will learn to edit, write with brevity, and create effective written correspondence (i.e. email, letters, reports, meeting minutes, etc.) in a professional manner.

- Writing with Purpose
- Writing with Clarity & Precision
- Writing Effective Emails, Briefs, and Reports

DAY 3: PRESENTATION SKILLS

Elevate's Become a Master Public Speaker training will teach you how to deliver presentations effectively, develop yourself into a confident and competent speaker, and prompt action from an audience.

www.elevate4success.com



**ENROLL
TODAY!**

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ELEVATE