

**What's New  
with Elevate**

# WRITING AT AN EXECUTIVE LEVEL

Today's professionals are expected to communicate effectively, and writing plays a vital role in how one's work is presented to colleagues, subordinates, and the community as a whole. Organizations greatly benefit from having a professional cadre who can produce clear, well-organized, and grammatically correct documents of the work. Elevate's *Writing at an Executive Level* seminar will teach participants how to write clearly and concisely, so readers understand the intended message with ease.

## LEARNING OBJECTIVES

- Identify and implement tools for writing to complement the reader's level of understanding
- Gain a better grasp of the grammar, spelling, punctuation, and sentence structure required for writing correctly
- Practice the ability to write concisely and clearly, so that the reader will quickly grasp the message of the written material
- Learn the process of gathering material, putting it in a format that addresses the points under discussion, and bringing closure to the situation
- Revisit the rules of good grammar and clear communication
- Improve sentence construction and paragraph development
- Proofread your work so you can feel confident it is clear, concise, complete, and correct

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