

Effective Business Writing



Central Florida Chapter

Clear
Concise
Correct
Courteous
Conversational
Convincing
Complete

NOT a technical writing class!

Learn quick and easy tips for letters and email and easily improve your communication skills!

This workshop delivers solid tools and techniques that will help you add clarity and power to all your business documents. You'll learn numerous tips, techniques, and shortcuts to get your thoughts organized fast and your words freely flowing. Overcome writers' block, unclutter your words, clearly and concisely communicate.

- Update and improve your business writing skills
- Achieve effective and polished emails, memos, letters, and reports
- Beware of the hazards of software "spell" and "grammar" checks
- Craft sentences that get and hold your reader's attention
- Edit your writing for clarity and ease of reading
- Avoid archaic expressions and common grammar, punctuation, and usage errors
- Take home practical checklists

Better writing; better business. When you put words on paper, you're making a powerful statement about yourself and your organization.

WHEN: Friday, March 19, 2010, 8 a.m. to Noon

WHERE: ABC: 651 Danville Dr., Orlando, FL 32825
Directions to ABC From Tampa, Daytona, or Downtown on I-4: From I-4 take Exit 82A and keep right to SR 408 East. Take SR-408 East 6 miles to exit 18A. Turn left onto ramp towards SR-417-Toll/ Sanford. Immediately exit at the Valencia College Lane exit. Turn right onto Valencia College Lane East. The ABC building will be on your right (two-story building with blue metal roof).

INFO: Contact ABC: (407) 628-2070

COST: \$40 ABC CFL/CFBE Members
\$50 Nonmembers (prepay required)

SAVE 10%: Register two or more students from your company

REGISTER: - Online: www.abccentralflorida.com or
- Fax completed registration to: (407) 629-0144

WHO SHOULD ATTEND:
CEOs, upper management, CFOs, superintendents, project managers, human resources, and anyone who delivers written correspondence

INSTRUCTOR: Heather Ranier, skilled in language and comprehensive language instruction, she is patient, resourceful and adaptable to students' needs. You'll enjoy Heather and learn a lot from her!

Company: _____ ABC CFL Member CFBE Member Nonmember (prepay required)
Contact: _____ Phone: _____ Fax: _____
Email: _____ (must have for credit card receipt)
Attendee(s): (1) _____ Email: _____
(2) _____ Email: _____

PAYMENT OPTIONS – Please select one:

Check enclosed Sending check Bill me (\$7 charge – ABC CFL members only) Credit Card: Visa MC AMEX
P.O. # _____

CREDIT CARD INFO – If paying by credit card, all below information is required:

Person's Name on Card: _____

Card # _____ Exp. Date: _____

Card Code: _____ (AMEX: 4 digits on front of card or VISA/MC: 3 digits on back of card on signature line)

Statement address _____ Statement Zip Code _____

Cancellation/Refund Policy: Cancellations received three (3) business days (72 hours) before the first class will be accepted and a full refund will be issued. No refunds will be given for cancellations received later than three business days (72 hours) prior to the seminar; please send a substitute. No shows will be billed.

Please **MAKE CHECKS PAYABLE AND SEND TO:** Associated Builders and Contractors, Inc., 651 Danville Drive, Orlando, FL 32825
Phone: (407) 628-2070 Fax: (407) 629-0144 OR Register online at www.abccentralflorida.com

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