

Wetzel Languages



Effective Business Writing

DATE: Thursday, May 13th
TIME: 1:00pm - 5:00pm

LOCATION: Wetzel Services
14-A Brozzini Court
Greenville, SC

INSTRUCTOR: Rebecca Strickler

THIS WORKSHOP IS FOR YOU IF...

Writing makes you sweat. You postpone writing as long as you can. You struggle to get your thoughts on paper. And when you do write, you're not satisfied with the result.

OR

Your job requires a lot of writing, and although you don't mind it exactly, you also don't feel like you're producing something stellar. It takes longer than you'd like; you hesitate over the format, the wording, or where that comma lands; and you really wish that you could effortlessly punch out crisp, professional documents.

During this interactive workshop, you will learn to

- Create appealing, readable layouts
- Build strong sentences and graceful paragraphs into crystal-clear business letters, emails, memos and more
- Motivate the desired response from your readers

Ideal for native English speakers and advanced non-native speakers.

Please contact us at languages@wetzelservices.com or 286-1177 for pricing information, questions or registration.

Space is limited. Register today! Registration deadline is May 3rd.