



WRITING IT RIGHT

Skills For Effective Business Writing

This comprehensive one-day workshop delivers solid tools and techniques that will help you add clarity and power to all of your written documents. You will learn dozens of proven tips, techniques and shortcuts that will help you approach your writing projects with confidence. Ensuring that the message you send is the one your readers will receive.

HOW YOU WILL BENEFIT:

- ★ Hone your unique writing style
- ★ Discover how to take the aggravation and frustration out of writing,
- ★ Learn to be a more compelling communicator,
- ★ Eliminate embarrassing mistakes!
- ★ Drive your message home with power and style — and get the results you need!
- ★ Proofread like a pro to keep embarrassing errors from slipping into finished documents
- ★ Organize your thoughts and information quickly with a systematic method

WHAT YOU WILL COVER:

- ★ How to write from your reader's perspective
- ★ How to get started when you know what you need to write, but don't know how to write it
- ★ How to "cut the fat" from your writing
- ★ How to "smooth out" a choppy message
- ★ How to choose the right words
- ★ How to follow the important grammar and punctuation rules
- ★ How to ensure your emails get read
- ★ How to take notes for yourself and for others



Special Pricing for Philadelphia Events

Make your reservation to get a special package pricing* as well as individual seats.

Rates as low as \$112.50 per seat per day.

Go to www.ldiworld.eventbrite.com to reserve on-line

Or call 1-888-474-8534 or e-mail to solutions@ldiworld.com

*The package will include 6 tickets to use as you like. Attend all 6 events Or, Mix and Match attendees with the 6 training days. If you need more than 6 tickets but less than multiples of 6 (12, 18, 24, etc.) individual tickets can be purchased for any scheduled events.

When:

December 4, 2018 9:00am-4:00pm
Doors open at 8:30am for sign-in and registration.

Where:

Federal Building
600 Arch St Rm 7A
Philadelphia, PA 19106

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