

Grammar You Meant to Learn[®]

a Write to the Top[®] workshop

What outcomes can you expect?

You will learn to apply clear solutions to recurring grammar questions. This targeted workshop offers memorable rules for systematically editing your documents for correct

- ✓ grammar
- ✓ punctuation
- ✓ sentence structure.

In addition you will

- ✓ gain confidence by using a grammar manual quickly and easily
- ✓ learn a visual approach to punctuation.

The focus is on your editing needs

Improve and update your grammar skills

Select the right words
Learn punctuation strategies
Identify correct sentence structure
Understand active voice

Edit more strategically

Determine your strengths and weaknesses
Streamline sentences for conciseness
Use transitions effectively
Proofread accurately
Edit for results using checklists

Who should attend?

- administrative assistants
- support staff
- customer service representatives
- entry-level professionals
- seasoned professionals who want a refresher
- intermediate ESL people
- technical staff developing into managers
- those who edit others' documents

What books and materials do you receive?

- The *Instant-Answer Guide to Business Writing* (iUniverse) by Deborah Dumaine
- Better Communications[®] workbook, with additional exercises tailored to your needs
- A self-paced, Programmed Learning Module (optional, but highly recommended)

Write to the Top[®]

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