

## **Business Writing Workshop:**

Writing is a key method of communication for most people, and it's one that many people struggle with. With more and more people communicating through email and text messaging, many are concerned that writing and communication skills are weakening. Developing writing skills is still important in the business world, giving you that extra edge in the workplace.

The Business Writing Workshop will give you a refresher on basic writing concepts (such as spelling, grammar, and punctuation).

### **Workshop Objectives:**

- Gain better awareness of common spelling and grammar issues in business writing.
- Review basic concepts in sentence and paragraph construction.
- Learn the basic structure of email messages and business letters.
- Define proofreading and understand techniques in improving proofreading skills.

Email [HRTOD@shu.edu](mailto:HRTOD@shu.edu) to register for one of the below sessions  
(minimum 4/maximum 10 attendees):

<b><u>Date:</u></b>	<b><u>Time:</u></b>	<b><u>Location:</u></b>
Thursday, 2/9/17	9:00 am – 12:00 noon	Dept of HR Training Room
Tuesday, 6/6/17	9:00 am – 12:00 noon	Dept of HR Training Room
Thursday, 10/19/17	9:00 am – 12:00 noon	Dept of HR Training Room

