

## **Effective Business Writing Skills**

Clear and concisely written communication makes a great impression and differentiates you and your organization. Learn how to produce effective written communication such as reports, proposals, query letters, emails, memos and minutes to a professional standard.

You will learn how to:

- Produce clear, concise, and easy to read documents
- Capture the reader's attention
- Avoid common grammar and punctuation errors
- Save time on re-writing and editing
- Write effective emails and memos
- Use the techniques of good written communication

Classes start at 6:30 p.m. and end at 8:00 p.m

Classes are once a week and start the week of March 15th 2011 and run to May 6

Cost: \$190.00

Free underground parking

## **Effective Presentation Skills**

Communication is the essential skill for modern business. Improve your ability to make effective presentations at conferences, workshops, or directly to clients. Learn how to pitch your ideas internally, make dynamic sales presentations, or talk to the media.

You will learn how to:

- Practice techniques that will improve your ability to speak in public.
- Learn different ways of getting ideas across
- Create and sustain interest in your topic
- Recognize and develop your individual style
- Tips on how to create effective support materials
- Learn how and when to close

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