



Business Writing and Grammar Skills Made Easy and Fun!

March 26th - 27th, 2019

9:00 a.m. - 4:00 p.m.

Registration Fee - \$149

USDA Beacon Complex, 6501 Beacon Drive, G28A, Kansas City, MO

Register Online: KansasCity.FEB.gov

In Business Writing & Grammar Skills Made Easy and Fun, participants will gain a wealth of shortcuts, easy-to-remember tips and insiders' secrets to help them pump out first-class business correspondence ... overcome their doubts about business writing ... and even have fun in the process.

Let's face it, business writing can be a real pain. There are so many rules and do's and don'ts to learn and remember. To make matters worse, if even one mistake slips through, it's in plain view for your client or the world to see.

Take a moment to think back to the last time an employee of yours faced an important—and tough—writing challenge. The project may have been put off as long as possible. Perhaps when the employee did finally start, it took forever to get their thoughts and ideas onto paper. And the first draft? It needed a lot of work.

Does business writing really have to be this painful? The answer is a resounding “No!”—thanks to this

COURSE HIGHLIGHTS

- Getting started: Transforming a blank page into a bold message.
- Understanding the ground rules
- Perfecting your grammar and usage skills
- Avoiding embarrassing mistakes
- Spelling every word correctly every time
- Grabbing your reader's attention with powerful openings and closings
- Persuading, influencing and convincing for results
- Protecting credibility and professionalism
- Expanding your professional skills
- Editing and proofreading like the pros



Presented By

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