

# Business Writing and Grammar that Works



We all know what good writing is. It is the novel we can't put down, the poem we never forgot, and/or the speech that changes the way we look at the world. Good writing is the memo that gets action, the letter that says what a phone call can't. In business writing, the language is concrete, the point of view is clear, and the points are well expressed.

## Workshop topics:

- Have a better grasp of the basics of writing—that is, better appreciate the grammar, spelling, punctuation and sentence structure required for writing correctly.
- Practice the ability to write concisely and clearly, so that the reader will grasp quickly the message of the written material.
- Learn the process of gathering material, putting it in a format that addresses the points under discussion, and bringing closure to the situation, through recommendations or next steps.

## Who should attend?

- ❖ *Classified Managers*
- ❖ *Classified Supervisors*
- ❖ *SBPEA Classified Employees*
- ❖ *Confidential Employees*
- ❖ *Non-SBCSS District Office Classified Employees*



## This workshop will be offered twice

*Participants need only attend once.*

**Dates/Locations:** November 3, 2011 @ WEESC

November 16 @ SBPEA

**Time:** 8:30 a.m. – 4:00 p.m.

**LUNCH ON YOUR OWN**

**Fee:** No Cost for SBCSS employees

**\$100 for non-SBCSS participants**

*(No refunds for no-shows or cancellations made within one week of workshop)*

**Limit:** 20 participants per class

**Deadline:** See deadline date on-line

**MINIMUM OF 10 REGISTRANTS REQ'D TO HOLD WORKSHOP**

**Please be sure to get approval from your supervisor BEFORE registering**

**Register On-Line @ <http://oms.sbcss.k12.ca.us/index.php>**

*(Search by name of workshop and/or date of workshop)*

**For more information, contact *Classified Staff Development* @ 909.386.2423**