

PROFESSIONAL WRITING - PUNCTUATION & GRAMMAR WORKSHOP

Presented by:

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Overcome your grammar phobia! Your ability to write a message without mistakes in grammar and punctuation enhances the professional image of both you and your department.

Topics include:

- Constructing clear, complete sentences
- Learning the rules you can bend—and those you can't
- Eliminating grammar errors
- Using punctuation marks correctly
- Capitalizing correctly and consistently
- Proofreading effectively

Almost any job description, including the one for your next promotion, includes the phrase “excellent communication skills, verbal and **WRITTEN.**” Here’s your chance to improve one of the critical skills in today’s work environment.