Business Correspondence Webinar

Join us for a two-part workshop on May 15 & 16th
2-3pm EDT/11-12pm PDT

While all effective communication is challenging, in today's workplace, we are faced with a series of unique challenges: e-mail, web pages, memos and reports. As the marketplace grows more globally interactive, effective writing skills are becoming even more essential. Helping individuals learn to express themselves more effectively with their writing is not just about teaching people to write better, but also enables them to write with more confidence – providing practical solutions to commonplace writing situations and problems.

This coaching process is designed to enable workers to ultimately become good editors of their own writing. Since writing is an inexact science, it is important that newer writers realize that good letters, reports and presentations are not written – they are rewritten.

Program Outcomes:

- Gain confidence in your personal writing voice.
- Ensure that writing conforms to acceptable professional standards.
- Perform research projects, compile and synthesize raw data into effective reports and presentations.
- Generate ideas, drafts and edit writing projects.
- Format and organize information effectively and consistent with writing’s purpose.

This is a pilot course through PPS International. After participating, you'll be asked to provide input on the workshop. Email hrmlearning@northeastern.edu to register today!