



EASC Workshop Registration Form

Mail: 104 Corporate Blvd., Suite 408 W. Columbia SC 29169 • **Phone:** 803.783.0368 • **Fax:** 803.783.3216
• **E-mail:** info@eascinc.com

BETTER BUSINESS WRITING

Dates: January 18, 2017 or October 17, 2017

Fee: EASC members - \$195.00 per person • Non-members - \$235.00 per person

Target Audience: Anyone who wants to improve business writing skills

CLASS OVERVIEW:

First impressions are quite often lasting impressions. How you speak and how you write say a lot about you and your company. Can you – or your business – afford poor grammar, spelling, punctuation, and sentence structure?

This class includes practical tips on how to draft correspondence to fit various situations that will be effective and easily understood. You will learn how to avoid spelling and punctuation errors that can embarrass you and your company. The class includes interactive participation and opportunities to test what you learn.

- Improve your spelling, punctuation, usage, and style
- Learn the ten techniques for effective communication
- Avoid the pitfalls of business writing
- Create persuasive and more effective memos and letters

After completing, fax to: 803.783.3216

COMPANY: _____

MAILING ADDRESS: _____ CITY, STATE, ZIP: _____

PHONE: _____ E-mail: _____

NAME _____ NAME _____

PAYMENT INFORMATION *OUR FEDERAL ID: 57-0845061*

CK. ENCLOSED: \$ _____ BILL COMPANY: _____ PO # _____ CHARGE: VISA _____ MC _____

CARD# _____ - _____ - _____ - _____ Ex.Date: ____ / ____

V CODE _____ Print Name: _____

This course is available as an in-house program conducted on your site. An in-house program gives you the ability to customize and combine any of our courses to fit your needs. The end result is training that is strictly tailored to meet your requirements.