



Writing it Right

Skills for Effective Business Writing

This comprehensive workshop delivers solid tools and techniques that will help you add clarity and power to all of your written documents. You will learn dozens of proven tips, techniques, and shortcuts that will help you approach your writing projects with confidence. Ensuring that the message you send is the one your readers will receive.

WHAT YOU WILL COVER:

- ★ How to write from your reader's perspective
- ★ How to get started when you know what you need to write, but don't know how to write it
- ★ How to "cut the fat" from your writing
- ★ How to "smooth out" a choppy message
- ★ How to choose the right words
- ★ How to follow the important grammar and punctuation rules
- ★ How to ensure your emails get read
- ★ How to take notes for yourself and for others



HOW YOU WILL BENEFIT:

- ★ Hone your unique writing style
- ★ Discover how to take the aggravation and frustration out of writing
- ★ Learn to be a more compelling communicator
- ★ Eliminate embarrassing mistakes!
- ★ Drive your message home with power and style — and get the results you need!
- ★ Proofread like a pro to keep embarrassing errors from slipping into finished documents
- ★ Organize your thoughts and information quickly with a systematic method

★ VIRTUAL EVENT DETAILS ★

When: March 23, 2021
Time: 9:00 AM – 4:00PM (CST)
Where: Zoom
(Login to Zoom opens at 8:30am)

3 SIMPLE WAYS TO RESERVE YOUR SPOT:

Visit us at:

LeaderDevelopmentInstitute.eventbrite.com

Call us:

1-888-474-8534

Email us:

solutions@LDiWorld.com



SPECIAL PRICING AVAILABLE



Reserve your spot before February 01, 2021 to receive our Early Bird Price of \$175/ticket.

Standard Rate: \$199/ticket.

Or take advantage of our Special Pricing Package: Buy 3 get one free, a savings of \$199 off of the standard rate.

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