**Woodington**
TRAINING SOLUTIONS

## Writing to Achieve Results (1 ½ Days)

This class is for all individuals who desire to improve their business writing skills.  The class topics include the building blocks of writing to achieve results, determining audience and purpose, mindmapping, transparent structure, cutting the clutter, making sentences make sense, active/passive voice, evaluating writing examples, agreement with antecedents, subject/verb agreement, parallel construction, editing, proofreading, and email.

What you will gain from this seminar:
- Discover the building blocks of writing to achieve results
- Use the building blocks to evaluate all forms of writing
- Practice using the mindmapping tool for organizing your thoughts
- Use transparent structure
- Practice cutting the clutter and editing run-on sentences
- Learn the difference between writing in active vs. passive voice
- Practice using a grammar reference manual to edit your own writing
- Learn the basic components of editing and proofreading
- Learn how to avoid the mistakes of using email

Who should attend:
- Anyone who desires to improve their business writing skills