

AMA'S 2-DAY BUSINESS WRITING WORKSHOP

Take the strain out of composing any kind of document!

Seminar #2211

Overview

Would you like a quick and easy method for composing documents—letters, memos, reports, proposals and performance appraisals—in an organized format? This seminar provides you with basic formats and formulas for tackling any kind of writing task—and communicating to your readers what they need to know. You'll streamline your writing process and save time by focusing on what to write instead of how to write it. Bring a current project and get one-on-one feedback.

Schedule

- [2] days

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- [2] days - \$1,995 Non Members
 - [2] days - \$1,795 AMA Members
 - [2] days - \$1,537 GSA

Credits

1.2 CEU /12 PDU

Schedule

We have 27 scheduled sessions located nationwide starting between 6/5/2012 - 2/21/2013

Date	Location	Duration
Jun 14, 2012 - Jun 15, 2012	New York, NY	2 Days
Jun 18, 2012 - Jun 19, 2012	Chicago, IL	2 Days
Jul 12, 2012 - Jul 13, 2012	New York, NY	2 Days
Jul 23, 2012 - Jul 24, 2012	San Francisco, CA	2 Days
Jul 30, 2012 - Jul 31, 2012	Arlington/Washington DC, DC	2 Days
Aug 6, 2012 - Aug 7, 2012	New York, NY	2 Days
Aug 20, 2012 - Aug 21, 2012	Philadelphia, PA	2 Days
Aug 20, 2012 - Aug 21, 2012	Dallas, TX	2 Days
Sep 6, 2012 - Sep 7, 2012	New York, NY	2 Days
Sep 10, 2012 - Sep 11, 2012	Chicago, IL	2 Days
Sep 17, 2012 - Sep 18, 2012	Arlington/Washington DC, DC	2 Days
Sep 24, 2012 - Sep 25, 2012	Boston, MA	2 Days
Oct 1, 2012 - Oct 2, 2012	Atlanta, GA	2 Days
Oct 8, 2012 - Oct 9, 2012	New York, NY	2 Days
Oct 15, 2012 - Oct 16, 2012	Denver, CO	2 Days
Nov 1, 2012 - Nov 2, 2012	Chicago, IL	2 Days
Nov 1, 2012 - Nov 2, 2012	New York, NY	2 Days
Nov 12, 2012 - Nov 13, 2012	San Francisco, CA	2 Days
Nov 15, 2012 - Nov 16, 2012	Arlington/Washington DC, DC	2 Days
Dec 3, 2012 - Dec 4, 2012	Los Angeles, CA	2 Days
Dec 6, 2012 - Dec 7, 2012	Cincinnati, OH	2 Days
Dec 13, 2012 - Dec 14, 2012	New York, NY	2 Days
Jan 14, 2013 - Jan 15, 2013	New York, NY	2 Days
Jan 24, 2013 - Jan 25, 2013	Arlington/Washington DC, VA	2 Days
Feb 7, 2013 - Feb 8, 2013	New York, NY	2 Days
Feb 11, 2013 - Feb 12, 2013	Chicago, IL	2 Days
Feb 21, 2013 - Feb 22, 2013	San Francisco, CA	2 Days

Registering more than 4 people, please call 1-877-566-9441.

How You Will Benefit

- Quickly organize your thoughts and generate content
- Eliminate numerous time-consuming revisions
- Rid your writing of "fluff," so you'll generate concise content

What You Will Cover

- Formats and formulas for various writing requirements
- Gaining familiarity with powerful openings and closings to capture and retain attention
- Thinking logically by blocking ideas and structuring your document using information modeling
- Identifying your reader's needs and expectations to establish the purpose and focus
- Organizing ideas and generating content
- Learning how and when to use the appropriate tone, persuasion and positive and negative words
- Techniques for editing and proofreading the final version

Who Should Attend

Business professionals at all levels who want a quick and easy approach to any writing task.

Special Feature

Bring a sample writing piece for one-on-one feedback.

Ways to Register

- [Register Online](#)
- Call 1-877-566-9441 for an AMA Training Consultant
- Email customerservice@amanet.org
- Fax [AMA Text Registration Form](#)
- Mail [AMA Text Registration Form](#)