

**BUSINESS WRITING FOR ADMINISTRATIVE PROFESSIONALS**

Meet the challenge of writing business correspondence. This seminar will give you the skills you need to write and edit all types of documents...and win the confidence of your boss.

Seminar #2296

**Overview**

Does your boss feel comfortable turning to you with writing assignments? And, once the project is yours, how do you get started? How do you gain the confidence to stare down the blank page? Is your grammar up to snuff? What's the right tone for your business correspondence? Now gain the skills and techniques you need to write and edit all types of documents and win the confidence of your boss.

**Schedule**

- [3] days
- [3] days - \$1,895 Non Members
- [3] days - \$1,695 AMA Members
- [3] days - \$1,451 GSA

**Credits**

1.8 CEU

**Schedule**

We have 8 scheduled sessions located nationwide starting between 6/13/2012 - 2/13/2013

| Date                        | Location                    | Duration |
|-----------------------------|-----------------------------|----------|
| Jun 13, 2012 - Jun 15, 2012 | San Francisco, CA           | 3 Days   |
| Jul 9, 2012 - Jul 11, 2012  | Morristown, NJ              | 3 Days   |
| Aug 15, 2012 - Aug 17, 2012 | Arlington/Washington DC, DC | 3 Days   |
| Sep 19, 2012 - Sep 21, 2012 | New York, NY                | 3 Days   |
| Oct 8, 2012 - Oct 10, 2012  | Chicago, IL                 | 3 Days   |
| Nov 12, 2012 - Nov 14, 2012 | New York, NY                | 3 Days   |
| Jan 7, 2013 - Jan 9, 2013   | Arlington/Washington DC, VA | 3 Days   |
| Feb 13, 2013 - Feb 15, 2013 | New York, NY                | 3 Days   |

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

**How You Will Benefit**

- Master the principles of good grammar and punctuation
- Organize and write memos, minutes and procedures
- Confidently write and ghostwrite for your boss(es), using appropriate style and tone
- Learn how to write effective email
- Understand the entire writing process
- Write effective letters for all occasions
- Save time through proven tricks of the trade
- Gain recognition as your boss's backup and representative—become the "office writing expert"

**What You Will Cover**

- Basic formats—and when to use them
- Ten principles for readability
- Letters that get results: four techniques for power and persuasion
- Using your writing to gain recognition
- Understanding your reader and selecting the appropriate approach; handling criticism
- How to turn dictation into a readable document
- Using mind-mapping to help you get started

**Who Should Attend**

Administrative assistants, administrative support personnel, office managers and executive secretaries/assistants interested in improving their business writing skills.

**Special Feature**

**Ways to Register**

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