

EDITOR PROOF

Effective Writing for Business

A one-day workshop for professionals to sharpen their written communications skills
14 March, 7 May, 24 September or 7 November 2019 (09.00 – 17.00)

Today's business world demands quick and effective communication. Whether in the form of correspondence, reports or proposals, the information must be clear and to the point to be successful. And it is imperative to use correct English – attention to detail is an indication of competence and professionalism.

This one-day workshop will show you how to communicate more powerfully. Through hands-on activities and exercises, you will learn how to effectively convey your ideas and communicate clearly and concisely.

The workshop will teach how to:

- Organize and structure your writing
- Apply practical writing techniques
- Edit your own and others' writing

The workshop will take place at the offices of EditOr Proof:

Carrefour de Rive 2, second floor
1207 Geneva

The workshop includes lunch and coffee, and feedback on up to three pages of professional writing within one month of the workshop. The workshop is limited to 12 participants.

The cost of the workshop is CHF 465 (VAT incl.)

To register, go to our website: www.EditOrProof.net/workshops/

- What:** A one-day workshop to sharpen written communications skills
- Where:** EditOr Proof, Carrefour de Rive 2, 1207 Geneva
- When:** 14 March, 7 May, 24 September or 7 November 2019
- Why:** Effective communication demands clear, succinct and correct English
- Who:** Business professionals and others who want to improve their writing
- How:** To register, go to our website: www.EditOrProof.net

“EditOr Proof’s workshop helped improve the level of writing of our whole media team. The trainers were excellent – dynamic, interactive and professional.”

– Fon Mathuros Chantanayingyong,
Senior Director, Head of Media,
World Economic Forum

For more information on EditOr Proof, go to

www.EditOrProof.net