

# Business Writing Essentials

**Who Should Attend?**

All staff, supervisors and managers.

**Date:** February 19

**Write Right!**

8:00 am – 12:00 pm

**Get to the Point!**

1:00 pm – 5:00 pm

**Fee:** \$50 per workshop

**Location:**

Laurel Heights  
Regent's Room  
(sublevel)

**Register Now:**

Log into the UC Learning  
Center at [https://  
learningcenter.ucsfmedical  
center.org/](https://learningcenter.ucsfmedicalcenter.org/)

**In the Search Box enter:**

**Write Right  
Get to the Point**

For Questions contact:  
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Learning and Organizational Development is offering a full-day of business writing training divided into two half-day sessions. You may sign up for one or both.

**Write Right!**

This session covers the foundation of business writing to make sure participants know what the current grammar rules are, and how to spot and correct errors. It's a great refresher of grammar and punctuation designed to build confidence that you are sending out clear, correct documents.

**Agenda**

- Construct clear, complete sentences
- Learn the rules you can bend – and those you can't
- Eliminate common grammar errors
- Use punctuation marks correctly
- Capitalize correctly and consistently

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**Get to the Point**

This session focuses on the crucial writing issues: purpose and audience. The workshop covers practical ways you can organize, format and write a communication, such as an email, so that the reader quickly gets the point and act on it.

**Agenda**

- Meet the needs of busy business readers
- Determine the purpose before starting to write
- Write powerful openings and closings
- Follow the guidelines of email etiquette
- Create an appropriate tone