

Business Writing Essentials

Who Should Attend?

All UCSF staff, supervisors and managers.

Write Right!

April 6

8:30 am – 4:30 pm

Get to the Point!

April 13

8:30 am – 4:30 pm

Fee: \$90 per workshop

Location:

Laurel Heights

3333 California St.

Regent's Room

(sublevel)

Register Now:

Log into the [UC Learning Center](#) and in the search box enter "business writing".

For questions contact:
learninganddevelopment@
ucsf.edu

Learning and Organizational Development is offering two full days of business writing training sessions. You may sign up for one or both.

Write Right!

April 6

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

Get to the Point

April 13

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