

# Business Writing Essentials

## Who Should Attend?

All UCSF staff, supervisors and managers.

## Write Right!

**August 23**

8:30 am – 4:30 pm

## Get to the Point!

**August 30**

8:30 am – 4:30 pm

**Fee: \$90 per workshop**

## Location:

**Laurel Heights**

3333 California St.

**Chancellor's Room**

(Sublevel 1)

## 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!

*August 23*

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

*August 30*

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