

Business Writing Essentials

Who Should Attend?

All UCSF staff, supervisors and managers.

Write Right!

October 20

8:30 am – 4:30 pm

Get to the Point!

November 1

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!

October 20

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

November 1

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