

BUSINESS WRITING, GRAMMAR AND INTRODUCTION TO KEYBOARDING



Business Writing & Grammar - Plus Keyboarding Refresher:

Life requires us to communicate and we need to do it well. Gain knowledge and tips to help avoid embarrassing yourself or your organization in emails, social media, and other forms of written correspondence.

Plus, refresh your keyboarding skills. Students will write and utilize online editing software to improve their writing and editing.

Using correct grammar and a diverse vocabulary will set you apart from the crowd. Good sentence structure and wording improves your content's impact and readability while building your readers' trust.

How does your writing rate? Take this course and find out. You will learn the habits of effective writers and permanently strengthen your writing, editing, and keyboarding skills.

ABOUT THE INSTRUCTOR

Gary Lister has laudable successes at local, state, and federal levels in executive and leadership capacities. He consistently achieves and exceeds strategic milestones. He utilizes deep experience and broad perspective to facilitate effective solutions. He is extremely agile and adept at staying current with new technology and other business innovations. He excels at bringing a sense of calmness and focus to teams during times of crisis and opportunity. He is an outstanding problem solver who can synthesize information, ask insightful questions, and spot trends quickly. He can interact professionally with all levels and drive meetings and projects to success. He is a critically acclaimed author (all books have 5 Star reviews on Amazon.com) and a dynamic speaker at national and international events. He's been a trusted advisor, with numerous board positions, consulting and coaching engagements, and direct reporting assignments to senior executives.



SCHEDULE

September 15, 2017 OR
September 29, 2017

TIME: 9:00 am - 4:00 pm

LOCATION

Central Georgia Technical College
Building I, Room 215
3300 Macon Tech Drive
Macon, GA 31206

COST \$150

TO REGISTER, CONTACT:

The Office of Continuing Education
(478) 757-3445

or register online at
www.centralgatech.edu/ce

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