If you’ve ever received an email, letter, or sales piece that was confusing, wordy, or typo-ridden, you know that poor writing impacts the writer’s credibility.

Enhance your career by honing your writing skills

By mastering a few basic steps and techniques in the writing process, you can ensure that your every communication is clear and concise. In today’s competitive economy and multi-media world, that’s a formula for success both on the job and in life.

Our three half-day courses will forever change your approach to writing. Learn how to:

- Decide what to say
- Choose the most effective document (memo, sales letter, report, e-mail) for your targeted reader
- Eliminate words and phrases that muddle your message
- Organize your thoughts
- Use a checklist to edit your documents
- Reduce spelling, punctuation, and grammatical errors

Instructor

Anne Bromley is a writing instructor and coach based in Encinitas. She is a widely published writer and award-winning educator who has taught professional writing classes for more than 25 years. She has a Master of Fine Arts degree from the University of Massachusetts, a Master of Education, and a Bachelor of Arts in English degree from Virginia Commonwealth University.

The Five Essential Steps
Date: Wednesday, Jan. 6, 8:30 am-12 pm

Editing and Proofreading
Date: Wednesday, Jan. 13, 8:30 am-12 pm

Polishing Your Grammar Skills
Date: Wednesday, Jan. 20, 8:30 am-12 pm

Noncredit Course No. BW 0009 | Cost: $495 for complete series
Location: SDSU Extended Studies/Gateway Center

For additional information, email lhoward@mail.sdsu.edu or call (619) 594-2193.

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