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10/11/1990 - Business Writing Skills Workshop

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EASTERN ILLINOIS UNIVERSITY
Charleston, Illinois

news

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FOR IMMEDIATE RELEASE:

BUSINESS WRITING SKILLS WORKSHOP

CHARLESTON, IL--The Business Development Center at Eastern Illinois University is presenting a workshop on business writing skills beginning Oct. 17.

"Business Writing Skills" will be held from 6:30 to 9:30 p.m., Oct. 17 and 24, in Eastern's Blair Hall.

This "hands-on" workshop is for anyone who wants to improve their ability to communicate more effectively in writing.

Participants who bring a sample of writing they have composed will receive a personal Right Writer computer analysis showing opportunities for composition improvement.

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WORKSHOP

The instructor, Pat Graves, EIU assistant professor of Business Education and Administrative Information Systems, will cover such topics as how to shape reader attitudes, the power of positive viewpoint, how to focus preparation for best results, and how to recognize and cure trouble spots.

The workshop is \$85, which includes text and course materials, and has limited enrollment. For more information, call the Business Development Center at (217) 581-2913.