

EFFECTIVE BUSINESS WRITING

A special class in **effective business writing** will be offered by **OSA Executive Board member Jeanne O'Sullivan**.



The class is intended for those who wish to improve the quality, clarity and effectiveness of their business writing.

Jeanne has been a communications trainer for exam training classes for both the Staff and Associate Staff Analyst Exams.

At the completion of this class, participants will be able to demonstrate:

- improved skills in critical areas of organizing, writing and editing business documents; and,
 - the ability to understand and apply principles of grammar and punctuation.
- The course will be given in four evening sessions from 6pm – 9pm on **Monday, September 20, Wednesday, September 22, Monday, September 27 and Wednesday, September 29, 2010** at the union office, 220 East 23rd Street, Suite 707, New York City (between 2nd and 3rd Avenues). Refreshments will be served at 5:30 pm.
- If you wish to participate, **please complete the course enrollment form below and mail it back to OSA by September 13, 2010**. The first 25 members who respond will be included in the class sessions listed. If more members are interested, a second set of classes will be considered.

- an ability to structure clear, organized and concise letters, memoranda, and reports;

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Course Registration Form

FOUR MONDAY & WEDNESDAY EVENINGS • 6-9PM • SEPTEMBER 20, 22, 27, and 29, 2010

PRINT NAME: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

OFFICE PHONE: _____ HOME PHONE: _____

AGENCY: _____ SS NO.: _____

EMPLOYEE ID NO.: _____

**Please Return Coupon by September 13, 2010 to OSA, Attn: Business Writing
220 East 23rd Street • Suite 707 • New York NY 10010 or by fax to (212) 686-1231**

