

# 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 was a communications trainer for both the Staff and Associate Staff Analyst Exam training classes.

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

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

- 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, October 19, Wednesday, October 21, Monday, October 26 and Wednesday, October 28, 2009** at the union office, 220 East 23<sup>rd</sup> Street, Suite 707, New York City (between 2<sup>nd</sup> and 3<sup>rd</sup> 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 October 12, 2009**. 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.

## EFFECTIVE BUSINESS WRITING

### Course Registration Form

FOUR MONDAY & WEDNESDAY EVENINGS FROM 6-9PM • OCTOBER 19, 21, 26 and 28, 2009

PRINT NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

AGENCY: \_\_\_\_\_ SS NO.: \_\_\_\_\_

**Please Return Coupon by October 12, 2009 to:**

**Organization of Staff Analysts, Attn: Business Writing**

**220 East 23<sup>rd</sup> Street • Suite 707 • New York NY 10010 or by fax to (212) 686-1231**

