

PAST STUDENTS' COMMENTS FOR:

Advanced Business Writing



"I read/write 100's of letters and reports annually, and this course was very affirming. I return 95% of letters and memos to subordinates; now I can improve my explanations." - F.M., USCG, San Pedro, CA

"Learned how to get to the point, eliminate all the unnecessary jargon. [Joan is] very knowledgeable with working with government organizations." -L.R., USCG, San Pedro, CA

"The course showed me where I was lacking in my business writing skills." -A.F., DHS, Long Beach, CA

"The lists and special tips the instructor shared really helped. I especially like the chapter on sentences and the tips she gave us for writing sentences, using singular and plural pronouns, indefinite pronouns and the use of prepositional phrases with pronoun agreement. I plan to keep this workbook by my desk – it's a great reference." - A.G., SSA, Baltimore, MD

"A perfect refresher. Lots of new information that I'll be proud to show off. Thank you."
- S.B, USACE, Los Angeles, CA

"[I will apply this] as much as possible in reports and certainly for my résumé. Great job on making what is usually a dry subject – engaging." - C.D., ICE, Los Angeles, CA

"This course explained the areas where I am weak. The manual is a guide I can refer to when I get stuck. Joan is a great teacher. She makes the class fun." - H.M., CBP, Long Beach, CA

"I really needed the grammar refresher part of the course. Also, the delivery and pace were just right. Let me know when you are teaching another course in the Long Beach area (subject does not matter)."
-J.T., FDA, Irvine, CA

"This course will help me with editing my work and the work of others." - D.M., SSA, Baltimore, MD

"Simply Amazing." - L.S., DoL, San Francisco, CA

"Definitely will apply to my job. I'm already removing adverbs in my writing. This course taught me to use fewer words. Outstanding course; I would recommend it to other Federal employees."
- D.M., DoL San Francisco, CA

"Grammar refresher was useful. Emphasis on plain writing motivated me to write with the reader in mind. Style of delivery was great. Good exercises and discussion." - B.N., HHS, OIG, San Francisco, CA

"VERY USEFUL! ENERGETIC & INSPIRED TEACHER." - J.D.S., USDA Forest Service, Valejo, CA

"Lots of great topics and specific tools. Identified strengths/weaknesses in my writing. Made me feel more confident in my writing. Thank you – very helpful and enjoyed your encouragement and enthusiasm." - S.R., EPA, San Francisco, CA

"I will be able to write more effectively when preparing awards and performance appraisals. Ms. Wisnosky is a fantastic instructor and her class was helpful." - A.L., DoJ, San Francisco, CA

"One of the best instructors I have had in many years." - T.N., DoL, San Francisco, CA

"My writing skills will be put to good use at work." - H.L., USPS, San Francisco, CA

"It was useful because I was reminded that refreshers are always needed. Joan is great! I'm the one that needs improvement." - V.F., NOAA, Long Beach, CA