



**Virtual Training Class**

**17-18 November 2020**

## WRITE 2 THE POINT!

**Overview:** If you want to be a better writer or if you edit other's work, this course is for you. More energy is wasted on worthless writing - in both creating and reviewing it - than just about any other business activity. Fortunately, good writing can be easier with this course which lays the foundation for writing more precise and direct documents. The theme is how to make your writing straight-forward, credible and easily understood.

Stressing conciseness, clarity and organization, this two-day virtual course is highly informative. The manual is filled with key points and rules that makes correct structure easier and painless.

**Objectives:** You'll be able to write more effectively with less effort by learning and practicing simple steps for effective writing. You'll become a better writer and editor.

- Topics:**
- ✚ Overcome "*poor writing*" tendencies
  - ✚ Determine your goal in writing
  - ✚ Organize your thoughts and overcome writer's block
  - ✚ Revise your material and develop on-target paragraphs
  - ✚ Write "*easy-to-understand*" documents with preferred words
  - ✚ Critique and edit the work of others
  - ✚ Become an independent writer



### Virtual Training using Adobe Connect

**Tuition:** \$329 for 3 or more registered - \$349 for individuals.



**Registration or Course Details:** Joan Wisnosky [joanw@jaelimited.com](mailto:joanw@jaelimited.com) 301-948-7636  
Jae Limited, PO Box 59909, Potomac, MD 20859

<b>Agenda:</b>	<b>17 November</b>	Pacific Standard Time	<b>18 November</b>	<b>GSA Schedule</b> GS-02F-0097N
	8:30	Traits of good vs. poor writing	8:30	Review
	8:45	CH 1 - <b>Your Purpose Statement</b>	8:40	CH 4 - <b>Revising and Refining the First Draft</b>
	9:15	CH 1 - Exercise – Critique Purpose Statements	9:15	CH 4 - Exercise - Revise Your First Draft
	10:00	BREAK	10:15	BREAK
	10:15	CH 2 - <b>Researching and Outlining</b>	10:30	CH 5 - <b>Paragraphs</b>
	11:30	LUNCH	11:15	CH 5 - Exercise - Paragraph Development
	12:45	CH 2 - Exercise - Mind Mapping and Outlining	11:30	LUNCH
	1:30	CH 3 - <b>Overcoming Writer's Block</b>	12:30	CH 6 – <b>Sentence Variation and Structure</b>
	2:00	BREAK	1:30	CH 6 - Exercise – Eliminating Wordiness
	2:15	CH 3 - Exercise - Writing Your First Draft	2:00	BREAK
	3:00	First Draft Discussion	2:15	CH 7 - <b>Word Choice and Final Editing</b>
	3:30	ADJOURN	2:45	CH 7 - Exercise – Writing Clearly and Improving Readability
			3:30	ADJOURN