
Workshop Registration

To register please complete the form and send to WritersInc.

Name: _____

Position: _____

Company: _____

Address: _____

Tel: _____

Email: _____

Payment of \$245.00 (GST included)

Cheque

Purchase Order No _____

Special Offer

Register for a workshop in 2008 and receive a free 1/2 hour telephone consultation on your documentation strategies.



Contacts

For further information contact:

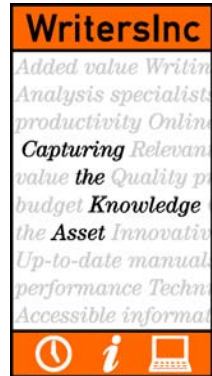
Ruth Hamilton
WritersInc

Tel: (09) 579 2641

Mob: (0274) 930 876

Email: ruth@writersinc.co.nz

- PO Box 13171 Onehunga, Auckland
- Tel (09) 579 2641
- Fax (09) 579 2649
- www.writersinc.co.nz



Write on Target Workshop

- *Do your reports speak volumes?*
- *Do you procrastinate if you have to write a document?*
- *Do you use Microsoft Word effectively?*



Don't let your documents miss the point ...

**...sharpen your writing skills
so you can ...**

- *Structure your documents*
- *Produce effective documentation*
- *Save time*

Who are we?

WritersInc Ltd is a professional documentation company that provides Business Communication Courses to help develop business writing skills.

What can we offer?

We provide a cost-effective course that includes:

- An opportunity to discuss any particular document issues
- Critiquing of a document of your choice
- A comprehensive course reference booklet.

The Programme

The programme includes the key elements of good writing, how to structure reports, letters and emails, and helpful hints on using Microsoft Word.

Venue: To be advised.

▪ Introduction
▪ Planning for Success
▪ General Presentation Guidelines
▪ Write Clearly, Concisely and Correctly
▪ Tea break
▪ Organising topics
▪ Using Microsoft Word
▪ Planning Sheet

Workshop Dates

Please indicate the workshop that you would like to attend:

- Tuesday 23rd September, 2008
1pm - 4.30pm
- Thursday 16th October, 2008
1pm - 4.30pm
- Wednesday 12th November, 2008
8.30am – 12.00pm

Once you have registered for a workshop, you will receive a letter of confirmation and details of the venue (including a map so that you can find us easily).

