

FEBRUARY 25, 2010

BUSINESS WRITING ESSENTIALS

In this workshop we'll learn to distinguish the appropriate uses of various venues for business writing from e-mail to snail-mail to interoffice memos. You will learn basic organizational patterns for all business letters, discover how to analyze the reader's probable reaction your message, review common mistakes regarding grammar and punctuation that can weaken your attempt to create a good impression and see how to put even the most negative of messages in a positive light.

INSTRUCTOR: GINA BUENEMAN-COOPER, PH.D.

DR. GINA BUENEMAN-COOPER is the primary training specialist with Cooper Management Training & Consulting, a firm she has owned since 1993. She is an international speaker with a clientele that includes schools, small businesses, large corporations, non-profit agencies, and government entities. She has a Ph.D. in Organizational Behavior, an M.A. in Management, a B.S. in Human Resources/Psychology and an Associate's degree in Human Services. She has also completed a Certificate in Ministry. In addition to running her own business, Gina has been a part-time instructor at Missouri Baptist University since 1993. She teaches many of the Management courses, but specializes in Economics.

Location: 11300 St. Charles Rock Road, Bridgeton, Missouri 63044

Time: 8:30 am-12 noon

Cost of Workshop: \$75

3 CEHs: Washington University, George Warrant Brown School of Social Work for MO and IL

3 CEHs: NBCC