



## SSANEE Training & Consulting Group

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in partnership with the

Continuing Education Department of

### **Kennedy-King College**

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present



# Business Writing: Strategies for Busy Professionals



Conducted by author, professional speaker and corporate trainer, **Cassandra “D.I.V.A. of Dialog™” Lee**, this one-day writing workshop is designed for busy professionals who desire to write strong business documents with limited errors that highlight their writing skills and represents them and their companies in a positive light.

#### **Students in this class will:**

- Learn the key differences between various types of business documents
- Review the rules related to punctuation, grammar and spelling
- Understand the concepts of proofreading and editing
- Use writing techniques to help promote and structure thought flow
- Increase proficiency in writing documents more quickly and concisely

## Saturday, July 17, 2010

9 a.m. – 3 p.m.

**Kennedy-King College**  
6343 S. Halsted St., Chicago, IL

**Cost: \$85**

Cost includes workbook, handouts, materials, and box lunch.  
Registration is required by July 9.

**To register, pay online at**

<http://www.divaofdialog.com/eventsandprogram.aspx>, or call the **Kennedy-King College Continuing Education Department** at **773-602-5042**.