



## 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 two-week writing course 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

**Thursday, March 18, 2010**

AND

**Thursday, March 25, 2010**

**6:30 p.m. – 9:30 p.m.**

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

**Cost: \$75**

Cost includes workbook, handouts and materials for two-week seminar.  
Registration is required by March 12.

**To register, call Kennedy-King College at 773-602-5042.**