

EFFECTIVE BUSINESS WRITING

A special class in **effective business writing** will be offered by **OSA Executive Board member Jeanne O'Sullivan**.



The class is intended for those who wish to improve the quality, clarity and effectiveness of their business writing.

Jeanne has been a communications trainer for exam training classes for both the Staff and Associate Staff Analyst Exams.

At the completion of this class, participants will be able to demonstrate:

- an ability to structure clear, organized and concise letters, memoranda, and reports;

- improved skills in critical areas of organizing, writing and editing business documents; and,
- the ability to understand and apply principles of grammar and punctuation.

The course will be given in four evening sessions from 6pm – 9pm on Monday, September 20, Wednesday, September 22, Monday, September 27 and Wednesday, September 29, 2010 at the union office, 220 East 23rd Street, Suite 707, New York City (between 2nd and 3rd Avenues). Refreshments will be served at 5:30 pm.

If you wish to participate, **please complete the course enrollment form below and mail it back to OSA by September 13, 2010**. The first 25 members who respond will be included in the class sessions listed. If more members are interested, a second set of classes will be considered.

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Course Registration Form

FOUR MONDAY & WEDNESDAY EVENINGS • 6-9PM • SEPTEMBER 20, 22, 27, and 29, 2010

PRINT NAME: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

OFFICE PHONE: _____ HOME PHONE: _____

AGENCY: _____ SS NO.: _____

EMPLOYEE ID NO.: _____

**Please Return Coupon by September 13, 2010 to OSA, Attn: Business Writing
220 East 23rd Street • Suite 707 • New York NY 10010 or by fax to (212) 686-1231**

