

MASTERFUL COMMUNICATION:

Write and Speak to Increase Your Professional Impact

For Leaders, Entrepreneurs, and Business Professionals

Thursday, November 3rd, 8:30-12:30
Bay County Public Library Community Room

BUSINESS WRITING ... RIGHT!

Instructor: Pat Sabiston

Do you dread writing? Do you feel as if you have a nest of swarming insects in your brain when you try to compose correspondence? Are you paralyzed by composition because you don't know where to begin? If you responded "yes" to any of these questions – This course is for YOU!

- ✓ The "DOs" and "DON'Ts" of Corporate Writing
- ✓ Layouts for a more professional look
- ✓ Ways to get started in order to write quickly, and precisely, to present details clearly and explanations simply
- ✓ Editing tips
- ✓ The art of revising and reaching conclusions
- ✓ How to go from a negative "voice" to more positive writing
- ✓ Updates on Memos, E-mails, and Texting
- ✓ A Reference List ... and MUCH MORE!

Join the team of powerful communicators.

Reserve your seat now.

\$99 per person

**Register Online at <http://beverlyspeaks.com/workshop/>
or mail your check to The Write Place,**

4412 Fletcher St, Panama City, FL 32405

If registering more than one person,
please attach a list of attendees.

Name: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____ Cell: _____

SPEAK WITH CONFIDENCE

Instructor: Beverly Lewis

Ever stood up to introduce yourself and your brain sat down? It's normal for anxiety to strike any time you present your ideas in front of other people. You can learn to speak with confidence, clarity, and competence.

- ✓ Polish your presentation skills
- ✓ Find your bold voice
- ✓ Save time and resources with a template for preparing any type of speech
- ✓ Use visual aids that fascinate
- ✓ Connect to your listeners through the power of story
- ✓ Draw on the power of non-verbal communication
- ✓ Harness stage-fright