



## Business Writing

### March Supervisors' Connection

#### Summary

An introduction to the techniques and types of professional writing, including correspondence and reports. Designed to help strengthen skills of effective business and professional communication in both oral and written modes. After successful completion of this course, participants will have the skills necessary to communicate effectively in a variety of professional situations. Areas to be covered include: business emails, memos, letters, grammar, editing and PowerPoint presentations.

#### Workshop Takeaways

- ✓ Develop an understanding of writing for business.
- ✓ Learn the importance of proofreading all documents before sending.
- ✓ Develop an understanding of the importance of punctuation and correct grammar.
- ✓ Appreciate the importance of clear, concise writing as a business communication tool.
- ✓ Gain confidence in the development of business writing skills.
- ✓ Complete mastery of creating and formatting business documents on the computer.
- ✓ Develop a sense of pride toward the quality of work produced.

**Date:** **Wednesday, March 20, 2019**  
**Time:** 8:00am – 10:00am  
**Cost:** \$49.00  
**Place:** NSCC -- CTS, One Ferncroft Rd., DS106, Danvers, MA 01923

**Facilitator:** Kenneth Segal has more than 25 years of experience in capital markets, credit, investment banking, portfolio acquisitions, trading, structured finance, equipment finance, and lending. He has advised banks, private equity firms, corporations and finance companies, completing over 150 assignments with an aggregate deal value of \$20 billion. Ken earned his Bachelor's Degree from Bowdoin College and his M.B.A. from the University of Chicago Graduate School of Business. Ken has been quoted in *The Wall Street Journal*, *American Banker*, and *SNL Financial*. He has also appeared on *Fox Business Network* and *CBS Radio*. Mr. Segal enjoys applying his extensive deal experience, client interactions and "war stories" to his consultative, advisory and academic pursuits.

**Please Register by March 14<sup>th</sup>, 2019**

Call: (978) 236-1240 or Fax: (978) 236-1220

Please complete all questions on this registration form and fax to: NSCC (978) 236-1220 or mail payment and form to: Ms. Susan Ryan, North Shore Community College, One Ferncroft Rd., Danvers, MA 01923.

**Date of Birth:** Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ (Must Include Birth Date to Register) **Gender:** Male Female  
**Last Name** \_\_\_\_\_ **First Name** \_\_\_\_\_ **Middle Initial** \_\_\_\_\_  
**Street Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Home Telephone** ( ) \_\_\_\_\_ **E-mail Address** \_\_\_\_\_  
**Business** \_\_\_\_\_ **Business Telephone** ( ) \_\_\_\_\_ **Ext.** \_\_\_\_\_

Course Code	Sec.	CRN#	Course Title	Date	Time	Cost
xxx	xxx	xxx	Business Writing	3/20/2019	8am – 10am	\$49.00

Payment *MUST* accompany registration form. Please make check payable to: North Shore Community College.  
*MasterCard, Discover or Visa accepted. (circle one)*

**Account #** \_\_\_\_\_ **Expiration Date** (mo) \_\_\_\_\_ (yr) \_\_\_\_\_

**Cardholder Signature** \_\_\_\_\_