



## Business Writing and Grammar Refresher

**Where:** Human Resources Large Conference Room

### **Participants will learn:**

- Report formats that are easy to follow.
- Do's and Don'ts of e-mail communications.
- How to ensure writing is clear, concise, and correct.

### **Core Course Sessions:**

- December 17<sup>th</sup>, 2008

***Please Note:*** You may take this course as part of the SOAR certificate program. This course may also be available to non-certificate participants as an independent module.