

# Writing2020™

For Adults



## **Boost Your Career**

Learn to communicate more clearly and effectively through writing.

The  
**Secret to Writing.com®**  
Because Words Matter



## Want to be More Successful in Business? This Writing Class Will Help You Get the Results You Want!

Did you know that it is possible to enhance your career through more effective written communication? If you would like to stand out among your peers and learn how to create meaningful and persuasive documents, this class will give you the fundamental skills you need to succeed.

### What are the objectives of the Writing2020™ class?

- To teach participants the fundamental skills of written communication
- To enable participants to write well in multiple formats, such as sales letters, research documents, memos, emails, proposals, and reports
- To help participants gain more self-confidence with written expression

### Who can benefit from the class?

- Corporations and government agencies that want to increase productivity and effectiveness among employees
- Professionals who want to boost their careers through enhanced written communication skills
- People who want to review the fundamentals of writing
- People who desire a writing coach
- People who recognize and value the importance of written communication skills

### What do you learn?

- The 10 secrets to writing: proven steps to make writing more enjoyable
- Core grammar skills that every good writer should know
- How to communicate your message using accurate and concise sentences
- How to use active voice to punch up your writing
- How to write persuasive and compelling memos, email messages, and sales letters



### **What are the benefits of the Writing2020™ class?**

- Communicating more effectively in writing
- Being viewed as more professional by writing in a way that yields credibility to you, your thought processes, and the overall image of your company
- Boosting your career as a result of more effective written communication
- Standing out among your peers by having strong writing skills
- Increasing your productivity and efficiency through accurate and concise communication
- Saving time and money by getting your point across to others—the first time
- Developing a skill that is transferable to any industry or endeavor

### **How is the Writing2020™ class structured?**

#### *For Individuals:*

- Live, online webinar classes
- Six-week class with one 60-minute session per week
- Writing and grammar assignments throughout the class

#### *For Corporations and Government Agencies:*

- Customized class at your location or online
- Interactive classroom environment
- Writing and grammar assignments throughout the class

### **What is the cost of the Writing2020™ class?**

#### *For Individuals:*

- \$349
- View the classes page of [www.thesecrettowriting.com](http://www.thesecrettowriting.com) and register online

#### *For Corporations and Government Agencies:*

- Price quote provided for a customized class
- View the “Contact Us Form” on our website to tell us where you need the most help or contact us at 404.869.1290



### Client Testimonial

“My agency used the Writing2020 class with great success a few months ago. The teacher was engaging and my employees learned a lot. My employees raved about what they learned, and I have seen improvement in their writing across the board. We hope to bring them back for another class!”

**Musa L. Eubanks**

Director

Office of Community Relations

Prince George’s County, Maryland

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