



- Presents -

The Comerford Communication Series

- Professional Writing Skills at a Glance
- Taking the “Grr” out of Grammar
- Building with the Basics: Grammar and Punctuation
- Speak Smart: Oral Grammar
- Email Gems



Professional Writing Skills at a Glance: Time equals money in the work world, so creating clear documents quickly that can be understood easily is crucial.



Corporate communicators value this highly interactive workshop where they design an efficient writing process leading to effective products that convey their image with style. Participants practice **Paragraph Performance** from introductions to conclusions, **Sentence Sense**, **Word Wisdom**, and **Format Force** for documents that look, sound, and feel professional.

Building with the Basics: Grammar and Punctuation: Used correctly, good grammar and proper punctuation are rarely noticed but when misused cause document disasters.

Based on a building analogy that anyone can relate to, this workshop is designed with many opportunities for participants to “build” documents using the tools of their language. Included are pre- and post-tests to show learning progress. Participants value this update on “dos” and “taboos” for more powerful writing—and smarter speaking because the same basic rules apply.



Taking the “Grr” out of Grammar: Grammar and punctuation rules are tools to help writers and editors communicate more clearly. Participants will enjoy learning and working with practical rules that relate to typical business writing. Some topics to avoid grammar glitches are subject-verb agreement, verb tense, misplaced and dangling modifiers, parallel structure, sentence structure, and pronoun case. Also included are the latest rules for eliminating punctuation pitfalls while mastering commas, semicolons, and colons.



Speak Smart: Oral Grammar: For those who are speaking over the phone, in meetings, or in person, correct grammar and proper pronunciation are vital to their image. Employers and employees alike realize they need to speak right so they won’t be left out in the business world.



Email Gems: Do email messages in your company resemble screen versions of the junk mail cluttering mailboxes today? Email Gems helps participants develop **Screen Savvy** to create electronic messages readers view not as “junk” but “gems.”



About Your Trainer: Linda Comerford has been teaching and training the professional people of today and tomorrow for the past 30 years. Linda's educational background includes a Bachelor of Arts degree with honors from Valparaiso University with a major in English and minors in Secondary Education, Journalism, Speech, and Theatre. Linda then earned



a Master of Science degree in Education from Indiana University. In 1989, Linda became the sole proprietor of Comerford Consulting, specializing in writing, speaking, and grammar seminars for the busy working professional.

Comments from Clients: Comments like these are typical from Comerford Consulting clients:

“Linda is incredible. Where was she when I was in school? I always hated English then, but not anymore.”

“I laughed and learned in a writing and grammar workshop—who would have believed it?”

“On a scale of 1-10, I rate her seminars a 20!”

Order Today: To upgrade your communication skills, order the specific suite of courses you need or get the complete Comerford Communications Series. Give yourself the confidence and the competence to build a brighter future. All workshops include a workbook and access to the instructor before and after the course. Call today for information on volume discounts and bundled purchase pricing!

Questions: If you have any questions about the courses, please contact Linda Comerford at 317.786.6404 or e-mail her at linda@comerfordconsulting.com

\$50 discount with purchase of entire series!

FREE Shipping and Handling for all orders!

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