This half-day session will discuss the characteristics of successful email writing in a professional context. Participants will gain a sense of appropriateness, clarity, and conciseness through examples and hands on practice.

Topics to be discussed:

• Utilizing the skills required to strategically analyze and balance the needs of the audience, the writer’s relationship to the audience, and the purpose for writing.
• Grammar, punctuation, and organization.
• Useful guidelines will be provided, including preventative exploration of less helpful practices.

Who should attend: Open to all.

Presenter: Wendy Schatzman-Sherry has taught a wide range of communication courses, including public speaking and business communication, full-time for four years at Kingsborough Community College, CUNY. She has been pursuing her doctorate in International Business Communications. In addition, Ms. Schatzman-Sherry lived in Brussels, Belgium where she established her own training firm, Everything English. One of the services she provided was high-level English language instruction as well as coaching in public speaking. In addition, she served as the Brussels’ correspondent for A.M. Best, and as a foreign correspondent for UPI and other news organizations.

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