

Jennifer Engle Speaking Topic Outline

How to Communicate Like A Pro . . . Online, In Person, On Paper!

Whether you're writing on Facebook, talking with colleagues or the media, wading through correspondence or reports, you want to communicate correctly and professionally. That means you need to stay on top of those pesky spelling, grammar and punctuation rules, what's happening in the news, and, perhaps most importantly, what's happening in your field.

This high energy, interactive session will help you target the areas on which you need to concentrate by providing positive and negative examples, hands-on fun exercises and resources galore. You'll feel more confident knowing you'll make fewer embarrassing mistakes. When a problem pops up, you'll know where to look to find the answer.

Benefits

In this session, participants will:

- learn to recognize common spelling and grammatical mistakes
- recognize the resources they can tap to learn more quickly
- practice speaking and writing skills in an informal, non threatening way
- learn to initiate research for self improvement
- serve as a positive example to others

Program includes

- Lively, interactive PowerPoint presentation
- Lots of examples to keep participants on their toes
- Small group and/or individual exercises with feedback
- List of resources for common problems

Program Delivery Options

Optimum – Lunch 'n Learn session of 90 minutes held quarterly. Can be tailored to focus on specific workplace problems.

**Book
Jennifer
Engle
Today!**

Learn more about Jennifer Engle now at www.WomenCentric.net/Jennifer-Engle

For amazing results call 845-362-7880, or E/M us about your program needs: BookASpeaker@WomenCentric.net