New Learning & Development Class for UI Staff who are English Language Learners:

Written Communication for the Workplace

***Do you write well but with room for improvement?*

***Is your writing sometimes misunderstood?*

If so, call for information about this writing class!

Individuals with disabilities are encouraged to attend all University of Iowa sponsored events. If you are a person with a disability who requires a reasonable accommodation in order to participate in this program, please contact Jane Gressang in advance at 335-5822.

Participants:

Non-native English speakers

Fairly Fluent English Learners who need to polish their writing and grammar

Some Class Topics:

Writing effective emails, summaries, presentations, or reports.

U.S. writing styles and expectations for work communication.

Written grammar rules and precise vocabulary for non-native speakers.

Editing grammar, spelling, and punctuation.

Class Details:

Dates: 9/4/07 to 11/8/07

Times: 3:30 to 5:00 pm, Tuesday and Thursday

Location: UIHC

How to Register:

Contact the instructor to register or get more information:

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319-335-5822
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120 University Services Building

The University of Iowa
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