



Achieve the Write Results for FREE!

Petaling Jaya – In light of the economic situation, outLOUD Studios Sdn Bhd is offering FREE English Lessons for adults. Recognizing the need to offer quality workshops that will help enhance writing and speaking skills of those who require them, outLOUD studios would like to invite interested individuals to sign up for this opportunity.

This workshop will show you how to make your letters, memos, emails, proposals, reports, sales letters and press releases models of effective communication. Achieve outstanding results and make an impression in your workplace. This workshop will do more for your promotion prospects than any technical skill you could learn.

You will:

- Recognise what the key elements of communication are
- Understand what others want from you
- Develop your writing skills - for both documents and emails
- Create structure for your messages for maximum effect
- Develop a style that will achieve greater success in informing, influencing and persuading others
- Practice at starting and ending powerfully
- Build confidence in gathering ideas and presenting them
- Practice at using and polishing your writing skill
- Interact with other people with different writing styles and learn how to improve your style to sound more like you

Business Writing Skills Workshop

Dates: 30th & 31st July 2008 Venue: outLOUD Learning Centre

For more information, kindly contact Samantha at +603 7728 4098 or email samantha@outloud.com.my. Visit www.outloud.com.my for more details.