

Advanced Writing Skills in English for Japanese Personnel

(SAID: 53900)

DATE/TIME:	18 – 20 May 05 (0830-1600)
COST:	\$360 per person
DESPCRPTION:	<p>To teach advanced writing skills in English for those Japanese personnel who are now competent in English grammar. Participants will be taught advanced and practical techniques of writing that hold the reader's attention and get results.</p> <p>The participants will learn how to: 1) Plan memos and letters for impact, 2) Write for readers on all job levels, 3) Persuade or inform the reader, 4) Apply fact or opinion in writing, 5) Use sentence variety and transition words to keep the reader's attention, 6) Write in a natural and positive tone. Participants are urged to bring to class samples of their writing in English for constructive critique by the instructor.</p>
ELIGIBILITY:	Open to all JN employees who desire to improve their writing skills.
VENDOR:	<p>Dr. Bert Barer 18136 Oxnard Street No. 42, Tarzana, CA 92356 (Please put vendor's name and mailing address on DD form 1556, Block 19a & b.)</p>
LOCATION:	HRO (Build#1472) Classroom
POC:	Commander, U.S. Naval Forces, Japan (CNFJ), Regional Training Office (RTO) N114 at 243-8182.
NOMINATION PROCEDURES:	<p>Submit Training Request (DD Form 1556) via appropriate management chain and activity training coordinator to CNFJ, RTO, N114 NLT 18 Mar 05. <u>Payment method for the course is a DD form 1556 with a line of accounting.</u> Payment by a credit card will not be accepted.</p>
NOTE:	Cancellations after deadline date are liable for payment.