

## Concise Writing in English for Japanese Personnel

(SAID: 53900)

<b>DATE/TIME:</b>	<b>25 May 05</b> (0830-1600)
<b>COST:</b>	<b>\$130</b> per person
<b>DESCRIPTION:</b>	To teach concise writing in English for those Japanese personnel who are competent in English grammar. Participants will revise and edit office writing to make it succinct, to structure it well, and to hold the reader's attention. Participants will learn to revise and edit unneeded terms and yet sustain the meaning of a sentence. Participants will know to delete needless nouns, prepositions, adverbs, and adjectives that inhibit the reader's understanding of the basic message. They will use action verbs that energize the sentence. Paragraphs will be focused and clear. Models of concise writing are provided. Class members are urged to bring to class samples of their writing in English for constructive criticism. Lecture, class discussion, and exercises will apply the principles of concise writing. The course teaches: <b>"less words can say more"</b>
<b>ELIGIBILITY:</b>	Recommended for those who have completed "Advanced Writing Skills in English" course or had equivalent knowledge and experience.
<b>VENDOR:</b>	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.)
<b>LOCATION:</b>	HRO (Build#1472) Classroom
<b>POC:</b>	Commander, U.S. Naval Forces, Japan (CNFJ), Regional Training Office (RTO) N114 at 243-8182.
<b>NOMINATION PROCEDURES:</b>	Submit Training Request (DD Form 1556) via appropriate management chain and activity training coordinator to CNFJ, RTO, N114 <b>NLT 25 Mar 05</b> . <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.
<b>NOTE:</b>	Cancellations after deadline date are liable for payment.