

Basic Writing Skills in English

(SAID: 53900)

DATE/TIME:	17 – 19 Nov 04 (0830-1600)
COST:	\$360 per person
DESPRIPTION:	To teach Japanese Personnel the practical and proven techniques of writing that hold the reader's attention and get results. The workshop teaches how to write effective memos, letters, reports, and proposals. Participants will develop writing skills that make it easier for them to communicate clearly, convey a positive tone, use proper grammar, and be well organized. Members of the class will learn how to apply the proper language idiom, choose the right word, and use concise language. They will understand how the written word affects job productivity. The instructor gives attention to those who use English as a second language.
ELIGIBILITY:	Open to all JN employees who desire to learn and improve their writing skills. <u>Advanced course is scheduled for those Japanese personnel who are competent in English grammar during 18-20 May 05.</u>
VENDOR:	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.)
LOCATION:	HRO (Build#1472) Classroom
POC:	Commander, U.S. Naval Forces, Japan (CNFJ), Regional Training Office (RTO) N114 at 243-8182.
NOMINATION PROCEDURES:	Submit Training Request (DD Form 1556) via appropriate management chain and activity training coordinator to CNFJ, RTO, N114 NLT 15 Oct 04 . <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.
NOTE:	Cancellations after deadline date are liable for payment.