

## WRITING WITH IMPACT FOR E-MAIL

(SAID:53900)

<b>DATE/TIME:</b>	<b>22-23 Nov 04 (0800-1500)</b>
<b>COST:</b>	<b>\$240</b> per person
<b>DESPRIPTION:</b>	To teach all levels of personnel the effective techniques of writing for E-mail and other telecommunication links. Participants will sharpen their E-mail writing to develop a single subject, get to the point quickly, and hold the reader's attention. They will know how to organize sentences and paragraphs so that readers of electronic mail can quickly comprehend the message. Participants will learn how choosing the right word makes their jobs more productive. They will understand that E-mail is not the best form of communication for confidential information or for messages that criticize. They will see that effective E-mail writing can project a professional and confident image of the writer. Models of effective and ineffective E-mail writing are provided.
<b>ELIGIBILITY:</b>	All individuals who desire to improve their writing for E-mail. Course is limited to 25 participants.
<b>VENDOR:</b>	<b>Dr. Bert Barer</b> <b>18136 Oxnard Street No. 42, Tarzana, CA 91356</b> Please put vendor's name and mailing address on DD 1556, Block 19a & b.
<b>LOCATION:</b>	HRO (Bldg# 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 DD 1556 via appropriate management chain and activity training coordinator to CNFJ,RTO, N114 NLT <b>15 Oct 04</b> . Payment method for the course is a DD form 1556 with a line of accounting. Payment by a credit card will not be accepted.
<b>NOTE:</b>	Cancellation after deadline date is liable for payment.