

June 2011



Fallon Federal Building, 31 Hopkins Plaza, Room 810-A, Baltimore, MD

## Simply Grammar

20-21 June 2011

8:30-3:30

*“Now I can annoy all my co-workers by correcting their e-mails. [The course] reminded me of so many rules I have long forgotten.” -T.W., FDA, Irvine, CA*

*“Joan taught in a way that prompted me to think.” - L.F., US Attorney’s Office, New York, NY*

*“I would like to treat my husband, an upper school history teacher, to one of your courses.” - Z.S., SSA, Baltimore MD*

*“This course identified language skills that I needed - refresher information. It also made me realize how the grammar rules have changed. Outstanding instructor. I would attend any course that is taught by Ms. Wisnosky.” -C.J., USCG, Baltimore, MD*

**Overview:** Have you experienced the embarrassment of having your grammar corrected, and would you like to project confidence and present a more polished, professional image? Some of the most fundamental grammatical problems can baffle even the most intelligent people. Here’s an intensive course focusing on grammar, punctuation, and wordiness. Lose your anxiety over writing and grammar! And best of all, you’ll take home a valuable, college-text desk reference. Is it **who** or **whom** or **between you and I** or **between you and me**? Find out in class.

**In just two days, you’ll be able to:**

- ✓ Avoid common mistakes in grammar
- ✓ Avoid duplication in your writing
- ✓ Use punctuation correctly
- ✓ Correct others’ grammar

*“I’ve seen a vast improvement in my staff’s writing after taking Write 2 the Point!” - A.M. DHS, Washington, DC*

*“This course taught me how to shorten my writing. I can say the same thing using fewer words! Joan, you are an excellent instructor! Stay energetic.” - A.K., US Army, Ft. Meade, MD*

*“[I’ll] rewrite my resume. [The course] corrected old habits and styles of writing.”- O.W., USCG, Baltimore, MD*

*“I realized I use many bureaucratic words and phrases.” - K.A., USCG, Baltimore, MD*

## Write 2 the Point!

22-23 June 2011

8:30-3:30

**Overview:** Is your supervisor dissatisfied with your writing, do you waste precious time rewriting, and does writing frustrate you? This course covers a simple, highly-effective approach to writing that will improve your ability dramatically, reduce your anxiety, and make your boss happy.

Fortunately, good writing can be made easier with this course that lays the foundation for writing more precise and direct correspondence. It stresses clarity, conciseness, and good organization. The manual, a useful guide of key writing points, makes correct structure easy and painless.

**In just two days, you’ll be able to:**

- ✓ Become a faster, better writer
- ✓ Write using powerful words
- ✓ Overcome writer’s block
- ✓ Critique and edit the work of others

**\$299 each for 3 or more in either class. \$319 for individuals in either class.**

Call or e-mail registration names to: 301.948.7636

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