



# Business Writing

**Dates:**

February 11 & 13, 2026

**Times:**

8:00 am - 12:00 pm each day

**Location:**

COS Training Resource Center  
1233 N Century St, Visalia 93291

Scan for Info



## Topics Covered

- ✓ Commas and Apostrophes
- ✓ Email Etiquette and Examples
- ✓ Taking Minutes
- ✓ Grammar
- ✓ Clarity Part 1: Transitions and Fluidity of Ideas
- ✓ Clarity Part 2: Conveying Tone and Emotion



559-688-3130



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TrainingCenter@COS.edu