



Business Writing

Dates:

April 22nd & 24th, 2025

Times:

8:00 am - 12:00 pm each day

Location:

COS Visalia Campus

Scan for Info



Topics Covered

- ✓ Commas and Apostrophies
- ✓ 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



COS.edu/TrainingCenter



TrainingCenter@COS.edu