



BUSINESS WRITING

TRAINING DETAILS

This business writing training will help you become the professional writer that will make you more successful. Learn how to write in a business-like manner, writing quality emails and memos that are succinct and polite, conveying the tone and message you intend.

TOPICS COVERED

- Most common spelling errors
- Commas & Apostrophes
- Email Etiquette & Examples
- Taking Minutes
- Spelling Refresher & Harder Words
- Grammar
- How to Proofread
- Email Review



WHERE:

College of the Sequoias
Training Resource Center
213 N Century St
Visalia, CA 93291

ROOM: TRC #2



WHEN:

- Sep. 22 & 24, 2026
- Tues. & Thurs.
- 8:00 AM - 12:00 PM each day

“ Excellent instructor! All of the material presented was clear and informational. The instructor kept the class engaging. This was a fun & great environment! ” - Previous Attendee

REGISTRATION & MORE INFO



559-688-3130



cos.edu/trainingcenter



trainingcenter@cos.edu

