BECOME A MORE EFFECTIVE COMMUNICATOR!

The ability to communicate clearly and effectively is an essential skill, regardless of your field. Acquire the confidence to communicate well as you learn to craft and improve your writing and oral presentations.

Throughout the course, you will:

- Study elements of effective communication: proofreading, clarity, organization, tone
- Identify and target your audience
- Develop brainstorming techniques to start writing
- Practice crafting the most common business formats: Emails, memos, and letters
- Learn to write more concisely and quickly
- Create effective PowerPoint slides to support a short presentation
- Understand basic graphic rules of thumb: color, background, text, images, formatting
- Have the opportunity to make a short presentation to put your newly acquired skills into practice
- Gain confidence to communicate verbally and/or in writing

Course Schedule:  
8 Weeks, March 24 – May 12, 2020  
Tuesdays from 6 – 8 pm

Cost: $200  
We accept checks, money orders, credit and debit cards. (No cash)

Registration Deadline, spots permitting:  
March 13, 2020

Questions:  
(857) 701-1605 or LHagen@rcc.mass.edu

Instructor Highlight: Keeana Saxon, Esq.  
practiced law for over a decade and now serves as a Commissioner on the Liquor Licensing Board for the City of Boston. She has extensive writing and speaking experience and loves helping others learn to be confident, strong communicators.