

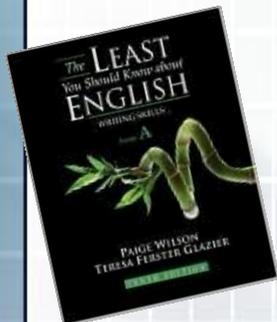


# Greater Los Angeles FEB Training

April 2013

three professional development courses to be held at  
501 W. Ocean Blvd., Room 3470 Long Beach, CA

*Improve your grammar, writing and communication skills for 2013!*



## SIMPLY GRAMMAR

15-16 April

Your writing and speaking reflect your intellect and professionalism. What are they saying about you? Even the best and brightest are confounded by grammar (*between you and I* or *between you and me?*). This class helps refresh and finely tune your grammar skills.

\$ 299. for 3 or more \$ 319. for individuals

## WRITE 2 THE POINT!

17-18 April

More energy is wasted on worthless writing - in both creating and reviewing it - than just about any other business activity. Fortunately, good writing can be easy with this course that lays the foundation for writing more precise and direct correspondence, documents, reports, etc. The course theme is how to make your written communications straight-forward, credible and easily understood. Stressing written clarity, conciseness and good organization, this course is lively, informative and practices what it preaches.

\$ 299. for 3 or more \$ 319. for individuals

## RÉSUMÉ WRITING and INTERVIEWING SKILLS 19 April

This workshop helps you write a clear, concise and comprehensive resume that conveys your qualifications with maximum effectiveness. And it shows you how to prepare for a top-notch interview by using proven guidelines. Plus, you'll learn how to create rapport instantly through body language. You'll receive a 50-page reference manual with valuable tips, checklists and log entry space to track your progress.

\$ 199. for 3 or more \$ 209. for individuals

[www.jaelimited.com](http://www.jaelimited.com)



Registration & course details:

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