



Federal Building, 501 W. Ocean Blvd., Room 3470, Long Beach, CA 90802

Simply Grammar

12-13 April 2010

8:30-3:30

Overview: Have you experienced the embarrassment of having your grammar corrected, and would you like to project confidence and present a more polished, professional image? Some of the most fundamental grammatical problems can baffle even the most intelligent people. Here's an intensive course focusing on grammar, punctuation, and wordiness. Lose your anxiety over writing and grammar! And best of all, you'll take home a valuable, college-text desk reference. Is it **who** or **whom** or **between you and I** or **between you and me**? Find out in class.

In just two days, you'll be able to:

- ✓ Avoid common mistakes in grammar
- ✓ Avoid duplication in your writing
- ✓ Use punctuation correctly
- ✓ Correct others' grammar

For students' comments, go to: <http://www.jaelimited.com/comments/pds101.pdf>

Write 2 the Point!

14-15 April 2010

8:30-3:30

Overview: Is your supervisor dissatisfied with your writing, do you waste precious time rewriting, and does writing frustrate you? This course covers a simple, highly-effective approach to writing that will improve your ability dramatically, reduce your anxiety, and make your boss happy.

Fortunately, good writing can be made easier with this course that lays the foundation for writing more precise and direct correspondence. It stresses clarity, conciseness, and good organization. The manual, a useful guide of key writing points, makes correct structure easy and painless.

In just two days, you'll be able to:

- ✓ Become a faster, better writer
- ✓ Write using powerful words
- ✓ Overcome writer's block
- ✓ Critique and edit the work of others

For students' comments, go to: <http://www.jaelimited.com/comments/pds201.pdf>

Register Online www.jaelimited.com

Simply Grammar \$299 each for 3 or more. \$319 for individuals.

Write 2 the Point! \$299 each for 3 or more. \$319 for individuals.



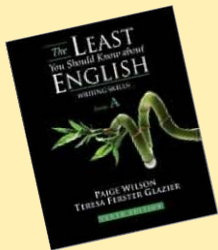
Call for details or sponsor training at your site: 301.948.7636

Questions? joanw@jaelimited.com



Need more details? www.jaelimited.com

Course Texts



Registration Details



is again sponsoring:

16 April 2010

EXPERT PRESENTATION SKILLS



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Overview: If your job requires you to give presentations or if you want to gain important visibility, this is a one-day course you can't miss. Most of us have difficulty putting our thoughts into words, so this course gives you a simple methodology to improve your speaking style and presentation delivery. Since superior presentation skills are crucial to personal/professional growth, you'll learn how to prepare material more easily and communicate more effectively - just as the experts do.

The course manual is designed to help you get long-term results. It includes valuable tips and checklists with the latest information to equip you with the tools to present highly professional briefings.

Who Should Attend? Those interested in learning about public speaking as well as those seasoned speakers who want to stay abreast of the latest information in the highly visible field of presentations.

Objective: By the end of the course, you'll understand the dynamics of expert public speaking.

Topics:

- ✚ Uncover public speaking myths.
- ✚ Review tips to overcome nervousness.
- ✚ Know what it takes to present like a pro.



Agenda

- 8:30 Course Introduction and the Myths of Public Speaking
- 8:45 Getting Started - Presentations Give You Visibility
- 9:00 Overcoming Nervousness
- 9:30 Exercise - What's the Worst that Could Happen?
- 9:45 BREAK
- 10:00 The Pros and Cons of Five Types of Presentations
- 10:30 What is Style, and Where Can I Get It?
- 11:00 Vocal Variations
- 11:30 LUNCH BREAK
- 12:30 Understanding Nonverbal Communications
- 1:00 Tips to Improve Your Presentation
- 1:45 Those Incredible Props - What Works and What Doesn't?
- 2:00 BREAK
- 2:15 Sharpen Your Appearance
- 2:30 Handling Questions and Answers like a Pro
- 3:00 Personal Coaching Plan of Action
- 3:30 ADJOURN

Tuition: \$ 189. for 3 or more
\$ 199. for single enrollments



REGISTER ON-LINE or get more course details: www.jaelimited.com

Questions? Call 301-948-7636 -or- e-mail: joanw@jaelimited.com