Effective Writing
An ACEC/MA Leadership Education Development Program

**Wednesday, April 25, 2018**
8:00 AM to 12:00 PM

GEI Consultants, Inc., 400 Unicorn Park Drive, Woburn, MA 01801

(This course will also be offered in the fall at GZA GeoEnvironmental, 249 Vanderbilt Ave, Norwood, MA 02062)

“I took this program when I was a co-op at GEI a few years ago - it’s certainly helpful to me with all the geotech reports I write.” Anthony Telesco, Jacobs

Improve your technical writing at ACEC/MA’s *Effective Writing* program, with quality content in a format focused on skills especially needed by engineering and land surveying firms.

*Effective Writing* is modeled on the program offered by GEI for its employees. Tailored to the needs of employees, it is worth the small investment in time for you to take this course.

**Course Format:**

- Goals: Clarity, Brevity, Think of the reader
- Simplifying words and phrases
- Active and passive voice
- Words to be avoided
- Writing for clarity
- Common mistakes of grammar and punctuation
- Taboo and caution words for our industry
- Report and letter organization
- E-mails, proposals
- Reviewing and editing draft reports
- Field Reports
- Specifications

*Fee: $250 ACEC/MA member; $500 non-members


Enrollment **limited to 25 participants** to ensure high quality learning and networking experience. **Registration is on a first-come, first-serve basis.**

Continental Breakfast and coffee will be served.

**Space Limited; Registrations & Cancellations by Friday, April 20, 2018.**

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**Registration Information**

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**Payment Options**

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<thead>
<tr>
<th>Visa, MC or Amex</th>
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<td>Name on Credit Card:</td>
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- | ACEC/MA Member* |
- | Non-Member |

*If your firm is an ACEC/MA member, you are an ACEC/MA member. To receive the Member Rate, login using your personalized login information. For help, contact acecma@engineers.org or call 617/227-5551.

If mailing form with payment, mail to: American Council of Engineering Companies/Massachusetts, The Engineering Center One Walnut Street, Boston, MA 02108-3616, [www.acecma.org](http://www.acecma.org)

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