

Effective Writing

A Virtual ACEC/MA Leadership Education Development Program
2 Session Program: November 15 & 16, 2022
3:30 - 5:30 PM each day on Zoom

With Instructor: **Carol A. Lurie, AICP, LEED AP, ENV SP, VHB**

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.

The new and improved **Effective Writing** is focused on the writing process, how to prepare readable and high-quality products to meet the audiences' needs. It is worth the small investment in time for you to take this course.

Course Format:

- How to get started with the writing process
- Identifying your audience
- Writing for clarity
- Common mistakes of grammar and punctuation
- Reviewing and editing draft reports
- Focus on:
 - Scopes of work
 - Reports and technical memoranda
 - Executive summaries
 - E-mails and letters
 - Newsletters

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

Use this form to register. Enrollment limited to 25 participants for a high-quality learning experience. Registration is on a first come, first-serve basis.

We will mail the course workbook to you in advance if you provide your current daytime mailing address in the registration form below. Clearly mark whether it is a home or office address otherwise materials may not be delivered in time.

Space Limited; Registrations & Cancellations by Tuesday, November 8, 2022.

Registration Form

ACEC/MA Member* Non-Member

Home Address or Office Address

Registrant Name: _____

Firm: _____

Registrant Mailing Address: _____

City: _____ State: ____ Zip: _____

Tel: _____ Email: _____

Payment Options

Visa, MC or Amex or Checks payable to: ACEC/MA

Name on Credit Card: _____

Billing Address: _____

Billing City / State / Zip: _____ / _____ / _____

Card #: _____ Exp Date: _____

CVV: _____ Signature: _____

Email receipt: _____

*If your firm is an ACEC/MA member, you are an ACEC/MA member. For help, contact acecma@engineers.org or call 617/227-5551.

Email Form to acecma@engineers.org or Fax to: 617-227-6783. Reserve your space with this form even if you need to mail payment. If mailing payment + form, mail to: American Council of Engineering Companies/Massachusetts, The Engineering Center, One Walnut St, Boston, MA 02108-3616, www.acecma.org

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