



Effective Writing

An ACEC/MA Leadership Education Development Program

Tuesday, October 2, 2018

8:00 AM to 12:00 PM

GZA GeoEnvironmental, 249 Vanderbilt Ave., Norwood, MA 02062

(This course will also be offered in the spring at GEI Consultants, Inc., 400 Unicorn Park Drive, Woburn, MA 01801)

"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

Register online: http://bit.ly/Fall2018EffectiveWriting or use this form.

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, September 28, 2018.

Registration Information

Registrant Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

ACEC/MA Member\* Non-Member

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: \_\_\_\_\_

Signature: \_\_\_\_\_

\*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

Supported by the staff of The Engineering Center Education Trust