Effective Writing
An ACEC/MA Leadership Education Development Program
Wednesday, April 15, 2020
8:00 AM to 12:00 PM
GEI Consultants, Inc., 400 Unicorn Park Drive, Woburn, MA 01801
(This course will be offered in the fall @ 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

Register online: [Register online](#) 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, April 10, 2020.

Registration Information

- ACEC/MA Member* □ Non-Member
- Registrant Name: _________________________________________
- Firm Name:  _____________________________________________
- Address:  _______________________________________________
- City:___________________________ State: ____ Zip:___________
- Tel: ___________ Email: _________________________________
- Food Restrictions/Allergies_________________________________

Payment Options

- Visa, □ MC or □ Amex □ Checks payable to: ACEC/MA
- Name on Credit Card: _______________________________________
- Billing Address:
- Billing City / State / Zip: ___________________________/_____/_____
- Card #:___________________________ Exp Date: ______
- Signature:___________________________
- Email receipt:_________________________