



Winter 2018 Registration is Now Open!

Clear Writing says what you mean, simply and clearly. Clear Writing is knowing the needs of your reader and making the message clear for them.

Clear writing can

- increase your clients by giving them clear messages
- decrease confusion or misunderstandings
- reduce accidents
- increase your skills for employment

73% of employers want candidates to have strong writing skills (Ink.com)

Clear Writing is about the way you communicate in writing. It's about the

- language you use
- format of your document
- design of your document

This is “An excellent course that I can start to apply to my working and personal life immediately!”
– Course Participant

Course Runs	January 22 – April 14, 2018 (12 weeks)	
Fee	\$295 (tax exempt)	
Registration	limit of 10 so register early!	www.learningnetworks.ca
Deadline to Register	January 17, 2018	
For More Information	Sara Gill – 905-527-2222	director@abea.on.ca