



WOMEN *in* MANAGEMENT

Empowering the Women of USC since 1979

UPC Professional Development Workshop: Brenda Miller, “Business Writing”

Description: How you communicate via e-mail affects the way people perceive you professionally. Despite this fact, most of us receive little if any formal guidance on how to use e-mail effectively. Whether you are a novice who breaks into a sweat when asked to send out an e-mail announcement or a “pro” looking to fine-tune your skills, you will walk away from this program better equipped to write more effective and tactful e-mails.

At this seminar you will:

1. Learn a helpful structure for planning, writing, and revising e-mails,
2. Gain confidence in your ability to come across professionally through e-mail,
3. Walk away with strategies and tools that you can use as soon as you get back to your desk.

Instructor: Brenda S. Miller has over 15 years of writing and editing experience and has worked on everything from poetry to academic pieces to children’s books. She loves to share her love of the written word with anyone willing to listen. She also serves as Assistant Director in the USC Marshall School of Business Office of Global Programs and Partnerships.



DATE: Wednesday, October, 21, 2015

TIME: 12:00-1:00 p.m.

PLACE: Room 506 – Hoffman Hall, UPC

COST: \$0 Members

\$10 Non-members and Guests

Make your reservations online by clicking the RSVP button on the [Upcoming Events](#) page of the Women in Management web site.

Reservation and Cancellation Deadline: 4:00 p.m. on Tuesday, October 20, 2015. There are no refunds for cancellations after the deadline, and no-shows will be billed.

Women in Management (WIM) was formed in 1979 in response to the need for an organization for women in leadership positions at USC, and to address the issues of increased representation of women in responsible positions, equal pay for men and women holding similar positions, and the provision of a forum in which women could develop leadership skills. The purpose of the organization remains to provide a forum for communication, professional development, and career opportunities for women at USC.

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