

PHILIP VASSALLO, ED.D.

WRITING MANAGEMENT, DESIGN, INSTRUCTION, AND ASSESSMENT

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Business Writing for the Nonnative English Speaker

- Audience** Managerial, administrative, and technical employees for whom English is a second language, and who are responsible for writing e-mails, memos, letters, reports, and proposals
- Duration** Two days
- Description** This interactive program relies on individual and collaborative exercises designed to strengthen the basic English skills of nonnative English speakers. Participants will work on numerous exercises in sentence structure, diction, punctuation and other issues of Standard English usage.
- Scope**
- Review standard formats and etiquette for memos, letters and e-mail
 - Learn rules for the most common ESL usage errors
 - Check for the most frequent sentence problems
 - Understand rules for punctuation, capitalization, abbreviation, and numbers
 - Practice English idioms, homonyms, and other tricky words and expressions
- Format** This course can be delivered in a paper or computer-assisted format.
- Materials**
- *Business Writing for the Nonnative English Speaker* course manual
 - *The Art of On-the-Job Writing* by Philip Vassallo
- Enrollment** Limited to 12 participants
- Consultant** Philip Vassallo, Ed.D.
- Assessment** Pre-course customized *4S Writing* assessments of participant-submitted samples (add one-half consulting day)