Webinar on

Writing to Win: How to Write Right

Areas Covered

- *Techniques for writing clearly and concisely*

- *Clear writing and Specific words vs. generalities*

- *Active vs. passive voice and Unnecessary words & phrases*

- *Doublets & redundancies and Wordy habit phrases*

- *Wordy dependent clauses and Unneeded connecting words*

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Wordy "due to" explanations

    - Techniques for writing well-organized, logical arguments

    - Introductions & summaries to the integrated argument

Avoiding elevator analysis

Bringing order to facts, interpretations & evaluations

Making words count right

Some extra readability writing tips—rounding numbers, acronyms, "of" and parenthesis eradication. Good writing takes practice, and many schools have reduced the time spent on formal writing, especially practical grammar, proficient spelling, appropriate punctuation, logical development, etc. This course can't fill that kind of educational vacuum, but it can help participants improve on the skills they do have. So this is a webinar useful to many areas of your organization—not just lenders and credit approvers, not just credit analysts and loan reviewers, but also auditors, loan administrators, marketing, retail, operations—anyone who has to explain or convince others that what they are saying makes sense.

This session is designed to give practical and useful advice and tips on how to tighten up the language and organize the content into a logical, convincing read.

PRESENTED BY:

DEV STRISCHEK - A frequent speaker, instructor, advisor, and writer on credit risk and commercial banking topics and issues, Dev is principal of Devon Risk Advisory Group and engages in consulting, speaking, and training on a wide range of risk, credit, and lending topics. Dev serves as an instructor in RMA's Florida Commercial Lending School.

On-Demand Webinar

Duration : 60 Minutes

Price: $200

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Webinar Description

Business writing is best when it is spare and clear, precise, and concise. This session is designed to give practical and useful advice and tips on how to tighten up the language and organize the content into a logical, convincing read. Attendees don't have to be English majors or literature students. The aim is to improve the readability of your written words.

Participants will learn how to:

• Eliminate puffy and ambiguous words and phrases and replace them with sharper, clearer alternatives
• Understand how to use punctuation to tighten writing into a more readable and understandable documentation
• Build stronger, easy-to-understand explanations and recommendations with more focus on sequential, logical constructions—less is usually more
• Support these objectives with appropriate before-and-after examples

Who Should Attend ?

Anyone in an organization who communicates with external clients and/or within an organization with teammates.
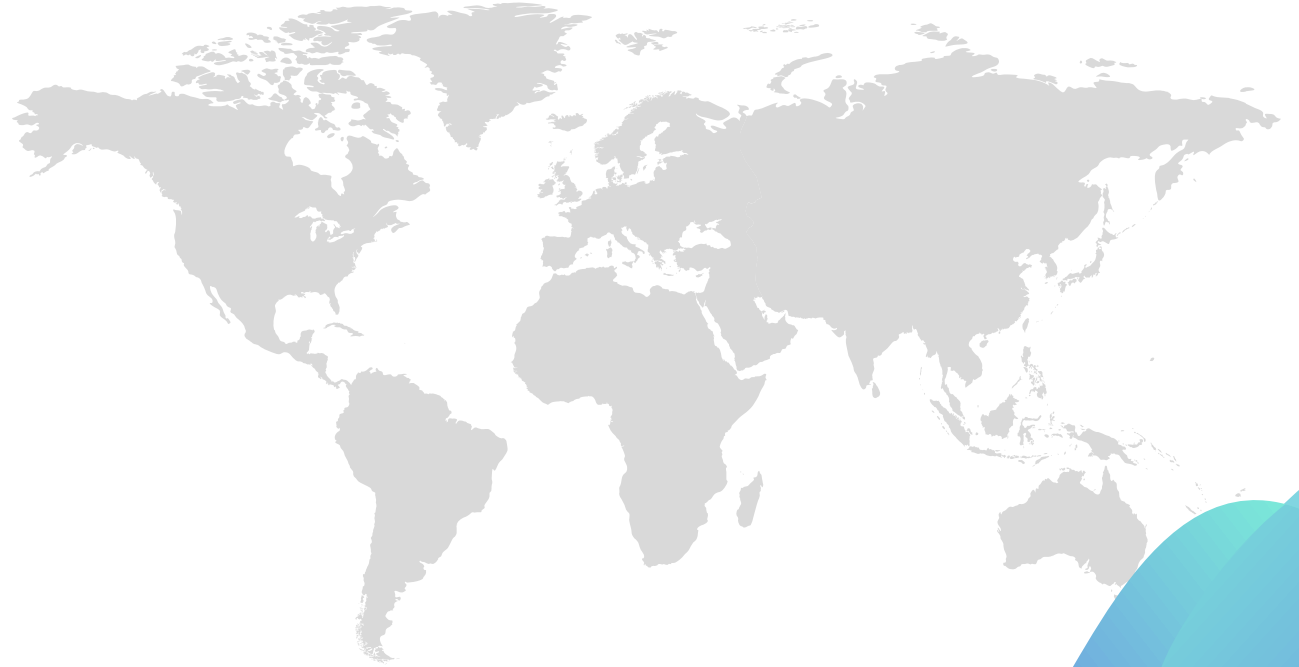
Why Should You Attend ?

Good leaders walk the talk, but they also "write right". They know how to say in a few words what needs to be said in crisp, clear language. The road to bad communication is paved with good intentions but poor construction. Readers know when subjects and verbs don't agree when punctuation misses the point when words don't fit, and content is confusing. In this session, learn how a few basic rules on grammar, punctuation, and usage can improve business written communications with clearer, more succinct content.
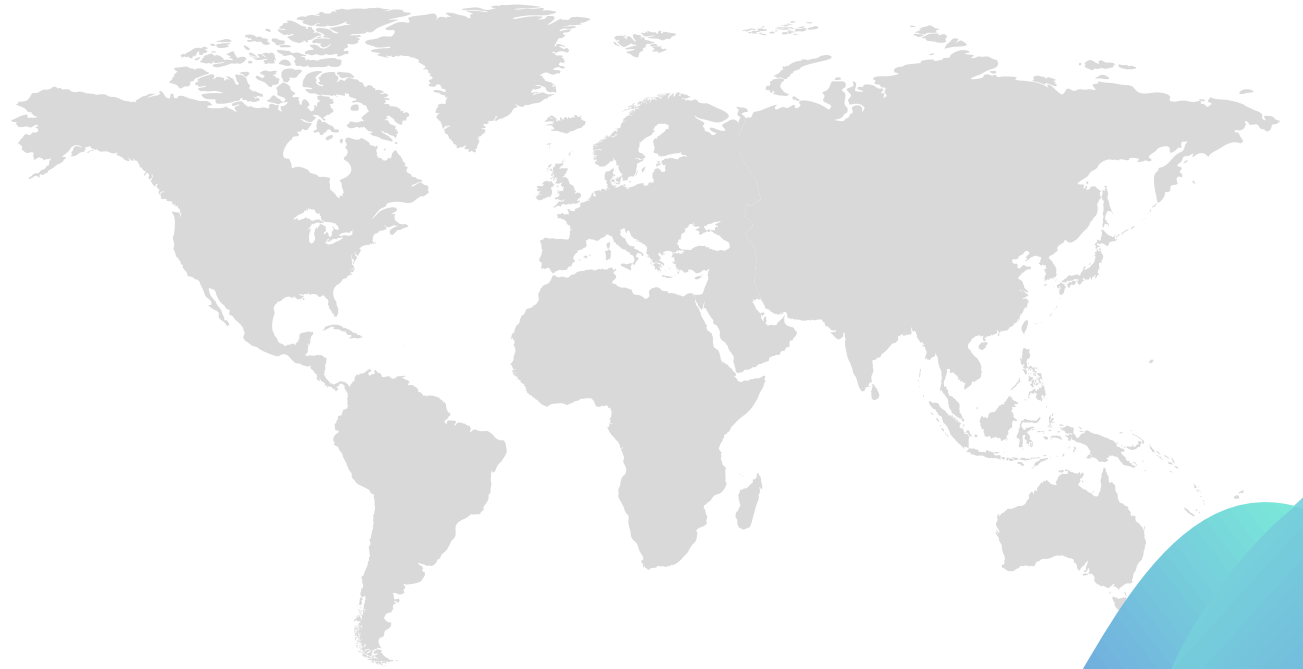
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