TEMPE LEARNING CENTER

LDP I:
EFFECTIVE BUSINESS WRITING

The colon is more than just the end of the digestive system. It can be used to introduce a list of items, to define a term and to add punch to your writing.

Effective Business Writing is an interactive course that will help take the anxiety out of writing.

You will learn how to construct meaningful sentences that clearly state your message.

And you just might have fun in the process!

DATES:
TUESDAY
MARCH 25, 2014
THURSDAY
MAY 22, 2014

TIME:
9 AM TO NOON

LOCATION:
TLC CLASSROOM
3500 S. RURAL RD
(LOWER LEVEL OF THE TEMPE PUBLIC LIBRARY)

SESSION OVERVIEW:

- Approaches for ensuring proper grammar and style.
- Strategies for planning the content of your messages.
- Guidelines for crafting your document and cutting excess verbiage.
- Tips for recognizing and eliminating common misspellings and miscues.

1. **SELF-REGISTER via PeopleSoft ELM**

1. Login to PeopleSoft **ELM** on the desktop, or in the **Tempe** folder in **Favorites** of Internet Explorer.
2. Click on the **Self Service** hyperlink in the menu screen.
3. Click on the **Learning** hyperlink.
4. Click on the **Search Catalog** hyperlink.
5. Stay on the Activities tab. Type in "**LDP**".
6. Click on the **Search Activities** button.
7. Review search results and click on the desired **Activity** to enroll and view additional information. Review class details and ensure correct class.
8. Click on the **Enroll** button. Review the information and note the **Location.**
9. Click on the **Submit Enrollment** button to complete.
10. Supervisor approves class.

QUESTIONS? CONTACT:

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