

SPRING 2012—GMU ARLINGTON CAMPUS

12-Week Writing and Communication Workshops

Best practices for keeping your academic and professional correspondence professional, concise, and effective.

Effective communication is an integral part of being a successful professional today. From reports and proposals to presentations and negotiations, your business communication is a direct reflection of you and your organization. Are your communications clear and concise — and do they deliver the results you're looking for?

When faced with a blank page or a live audience, it's easy to feel overwhelmed, stressed, and even a little panicked. If you've ever struggled with business communication, we have the training to help you become a more confident and effective communicator. Step-by-step strategies applied to real-life situations will help improve your command of English.

English Communication and Public Speaking for Professional and Academic Success (ELI-061-003, CRN 495)

- Give effective professional presentations
- Engage in discussions, debates and negotiations
- Develop assertive communication skills
- Improve your command of grammar
- Increase your vocabulary
- Understand American values and culture

January 23 to April 9 (12 weeks), Mondays, 7:20 PM – 9:00 PM

3351 Fairfax Drive, Arlington, Va., Founders Hall, Room 465

COST: \$490

Advanced Writing for Academic and Professional Success (ELI-062-005, CRN 494)

- Organize your thoughts logically, clearly and concisely
- Write for a variety of professional audiences
- Learn to effectively support your ideas
- Develop “American-style” editing skills
- Identify and correct errors in grammar and sentence structure
- Improve your vocabulary

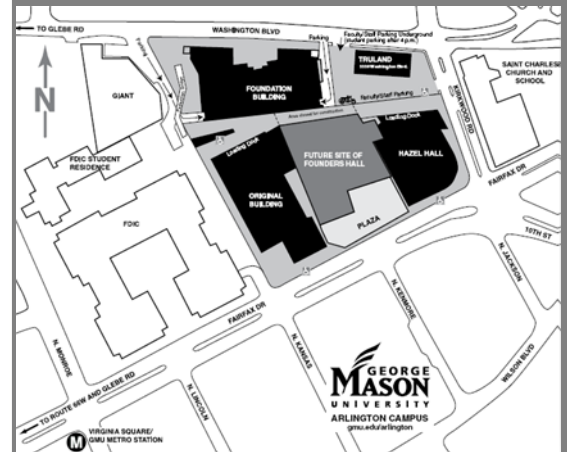
January 23 to April 9 (12 weeks), Mondays, 5:30 PM – 7:10 PM

3351 Fairfax Drive, Arlington, Va., Founders Hall, Room 465

COST: \$490



- 12-week evening and weekend courses for non-native speakers of English with intermediate to advanced English levels
- Improve your job performance and enhance your career opportunities
- Receive certificate of completion and CEU credits
- GMU's Arlington campus conveniently located near Virginia Square Metro



<http://info.gmu.edu/ArlingtonMap09.pdf>

For more information about ELI's Professional Communication courses, contact Nataliya Schetchikova at nschetch@gmu.edu or (703) 981-1427.