



SEATTLE FEDERAL EXECUTIVE BOARD'S
TRAINING SERIES FOR SUPERVISORS AND MANAGERS

PROFESSIONAL WRITING SEMINAR

WANT TO WRITE MORE CLEARLY ?

WANT TO LEARN TO PUNCTUATE WITH STYLE?



Tuesday, March 20, 2018

8:30 a.m.—4:00 p.m.

Jackson Federal Building

South Auditorium

915 2nd Ave, Seattle

No Cost: but registration required

- Agreeable subjects and verbs
- Punctuation tips & tricks
- Easily-confused words
 - Common mistakes
 - Proper Tenses
 - Getting started
 - Writing more clearly
 - Organizing your writing
 - Putting it all together

Melissa Muir works for the Seattle Municipal Court, and before that spent 22 years with the United States District Court in Seattle. She developed this program in response to interest in writing with more confidence:
e-mails, memos, and more.



EMAIL NAME, AGENCY, POSITION TITLE TO
SEATTLEFEB@GSA.GOV

REGISTRATION NOT FINAL TILL CONFIRMED



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Training Series for Supervisors and Managers
Professional Writing Seminar

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8:30 a.m.—4:00 p.m.

Jackson Federal Bldg. SOUTH AUDITORIUM

Registration Form

There is no cost for this seminar but registration is required.

Registration is not final till confirmed.*

Name: _____

Agency: _____

Attendee Position: _____

Email: _____

Phone: _____

FAX OR EMAIL COMPLETED REGISTRATION FORM TO :

FAX: 206-220-6132

Email: SeattleFEB@gsa.gov

NOTE: THIS SEMINAR IS IN HIGH DEMAND. SHOULD YOU HAVE TO CANCEL IT IS EXPECTED THAT YOU NOTIFY THE SFEB OFFICE AT LEAST ONE FULL WEEK IN ADVANCE OF THE SEMINAR.