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Message from Maria ...

Hi everyone

Welcome to our September newsletter!

Our Business Writing Skills workshop is on next week -

Thursday 9 September at Cliftons, Sydney

Are you in need of a refresher or just need help with your business writing?

Then join us for an informative day where you'll be able to immediately apply the skills covered to your business documents. We'll also be having an entertaining guest presenter for part of the day.

Last month's main article focused on the body of a presentation. This month we start by looking at the **WOW** factor of your presentation.

Do you ever become confused with the spelling of certain words? Our article on **Which word?** will provide some tips that you can immediately apply to your business documents.

As always, we welcome your [feedback](#).

Happy reading!
Maria

What's your WOW factor?



It only takes three seconds to form a first impression of someone. So it's important to make a good first impression.

The same is true when we give a presentation. Our opening should capture our audience's attention. We want them to think, 'WOW, this is someone worth listening to!'

[Read more...](#)

Which word?

Have you ever read a document that was full of incorrectly used words? What impression did it give you of the writer?



Here are some words that are commonly used incorrectly:

Piece	Peace	Affect	Effect
Where	Wear	Know	No
Threw	Through	Council	Counsel
Weather	Whether	Principle	Principal
Quiet	Quite	To	Too
Your	You're	Their	There
Its	It's	Course	Coarse

Do you have words to add to this list?

How can you ensure that you use the correct word in the correct context?

[Read More...](#)

Business Writing Skills Workshop

Our next public **Business Writing Skills** workshop will be held on

Thursday 9 September at Cliftons, Sydney

Who should attend?

- Are you new to a role that requires business writing skills?
- Do you require structure in your writing?
- Do you want to improve and fine tune your writing skills?
- Do you need to make an impact and gain attention from your writing?

If you answered **yes** to any of these questions then join us on 9 September for our Business Writing Skills workshop.

What will be covered?

To download an outline of the workshop click [here](#).

Where is Cliftons?

Cliftons is conveniently located at 200 George St, Sydney (near Wynyard Station)

Two easy steps to register

Register now for an informative and entertaining day.

Do you have questions about the workshop?

If you have any questions, then complete our [enquiry form](#) or phone us on 02 9687 7084.



Feedback from previous participants

Feedback from previous participants in our **Business Writing Skills** workshops:

'The course is an invaluable and necessary tool to being better equipped to write effectively.'
- M Tanner

'Fantastic facilitator that kept everyone engaged and participating enthusiastically.'
- F Taylor

About Infinite Growth



Infinite Growth offers a range of professional development services in the areas of communication skills, leadership development, customer service, business writing and presentation skills to assist individuals and businesses to achieve their goals.

Contact us to find out how we can assist you.

If you know someone who could benefit from this newsletter feel free to forward it to them!

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