



**DeYoung Consulting Services**

*Helping People Learn up to Their Potential*

Hello,

In my work designing curriculum I often review the materials a company or organization is currently using for its training seminars. And it's not unusual to find errors of one kind or another. I might find a poor word choice, a misspelling, or an incorrect punctuation mark. Sometimes I get a chuckle out of it.

But it's not a laughing matter when you discover an error in the presentation you're giving or in a letter you've already sent. Unfortunately, it happens to all of us.

Good, solid writing is essential to establishing and maintaining a professional image. That's why I'm starting a monthly e-mail to my clients and colleagues. In coming months,, this message will offer one or two tips on how to improve your writing. I might clarify a grammar rule, give suggestions on making bulleted lists, or offer tips on how to proofread your materials before distribution.

Of course, if you'd rather not receive this information, just let me know. I'll remove you from my e-mailing list. Conversely, if you know of someone who may benefit from this information, feel free to forward it on.

If you have a specific question about writing or grammar, let me know. I'd be happy to answer you personally, or address it in my monthly e-mail.

And, as always, please let me know if I can assist you with your training needs, whether it be e-learning, development of a workshop, or creation of a self study guide.

Have a safe and happy Independence Day!

Karen DeYoung  
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*DeYoung Consulting Services provides quality learning experiences for individuals and groups. We develop materials and activities that advance individual, team, and organizational learning. Our work is done with integrity, reliability, and accountability.*

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