



[View Full Course Details including Latest Schedule Online](#)

PHOENIX TS

Fundamentals of Writing Training

Due to Covid-19 safety restrictions PhoenixTS will temporarily be unable to provide food to our students who attend class at our Training Center; however, our Break Areas are **currently open** where students will find a constant supply of Coffee, Tea and Water. Students may bring their own lunch and snacks to eat in our breakrooms or at their seat in the classroom or eat out at one of the many nearby restaurants.

Course Overview

Phoenix TS' Instructor-led Fundamentals of Writing course is specially designed for Federal employees and covers the following topics:

- Organizing your thoughts
- Creating clear and concise memos, emails, letters, reports, and other business documents
- Using proper grammar
- Clarifying language
- Connecting with the reader
- Constructing simple, compound, and complex sentences
- Effectively using transitional words to link sentences into well-constructed paragraphs
- Revising documents
- Formatting documents so that they are easy to read
- The Plain Writing Act of 2010

There are no prerequisites to take this course.

Schedule

| DATE | LOCATION | |
|--|--------------------------|----------------------------|
| 9/15/22 - 9/15/22 (1 days) 8:30AM - 4:00PM | Chambersburg, PA | Contact Us |
| | Sold Out | |
| 1/09/23 - 1/09/23 (1 days) 8:30AM - 4:30PM | Tysons Corner, VA | Contact Us |
| | Open | |



| DATE | LOCATION | |
|--|--|----------------------------|
| 1/23/23 - 1/23/23 (1 days) 8:30AM - 4:30PM | Columbia, MD Open | Contact Us |
| 1/23/23 - 1/23/23 (1 days) 8:30AM - 4:30PM | Live Online Open | Contact Us |
| 3/13/23 - 3/13/23 (1 days) 8:30AM - 4:30PM | Tysons Corner, VA Open | Contact Us |
| 3/20/23 - 3/20/23 (1 days) 8:30AM - 4:30PM | Columbia, MD Open | Contact Us |
| 3/20/23 - 3/20/23 (1 days) 8:30AM - 4:30PM | Live Online Open | Contact Us |
| 5/15/23 - 5/15/23 (1 days) 8:30AM - 4:30PM | Tysons Corner, VA Open | Contact Us |
| 5/22/23 - 5/22/23 (1 days) 8:30AM - 4:30PM | Columbia, MD Open | Contact Us |
| 5/22/23 - 5/22/23 (1 days) 8:30AM - 4:30PM | Live Online Open | Contact Us |
| 7/10/23 - 7/10/23 (1 days) 8:30AM - 4:30PM | Tysons Corner, VA Open | Contact Us |
| 7/17/23 - 7/17/23 (1 days) 8:30AM - 4:30PM | Live Online Open | Contact Us |
| 7/17/23 - 7/17/23 (1 days) 8:30AM - 4:30PM | Columbia, MD Open | Contact Us |
| 9/11/23 - 9/11/23 (1 days) 8:30AM - 4:30PM | Tysons Corner, VA Open | Contact Us |
| 9/18/23 - 9/18/23 (1 days) 8:30AM - 4:30PM | Live Online Open | Contact Us |
| 9/18/23 - 9/18/23 (1 days) 8:30AM - 4:30PM | Columbia, MD Open | Contact Us |
| 11/13/23 - 11/13/23 (1 days) 8:30AM - 4:30PM | Tysons Corner, VA Open | Contact Us |



DATE

11/20/23 - 11/20/23 (1 days)
8:30AM - 4:30PM

LOCATION

Live Online
[Open](#)

[Contact Us](#)

11/20/23 - 11/20/23 (1 days)
8:30AM - 4:30PM

Columbia, MD
[Open](#)

[Contact Us](#)

Course Outline

The C's of Writing

- How to write clearly
- How to write concisely
- Make your writing complete
- Make your writing correct

Writing Mechanics

- Correct paragraph length
- Elements of a paragraph
- How to order your writing

Dealing with Specific Requests

- Writing for a purpose
- Letters of request

Preparing Business Documents

- Business cases
- Request for proposal
- Formal report

Editing Techniques

- Self appraisal of past writing



PhoenixTS

301-258-8200 | Sales@PhoenixTS.com | www.PhoenixTS.com

Fundamentals of Writing Training FAQs

Who is Fundamentals of Writing for?

Fundamentals of Writing training is ideal for any team member from individual contributors to C-Suite executives looking to improve their professional writing.

What are students saying about Fundamentals of Writing training?

“Awesome instructor, well prepared!”

- Student, May 2019

“[The instructor] was great! Very interactive and high energy.”

- Student, June 2018

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Starting at **\$1,495**

ATTENTION

For GSA pricing or Contractor quotes call

[240.667.7757](tel:240.667.7757)

GSA



Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.

Included in this **Fundamentals of Writing Training**

- 3 days instructor-led training
- Fundamentals of Writing Training book
- In-class exercises
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class*
- Tea, coffee and soda available throughout the day*
- Freshly baked cookies every afternoon*