

A one-day workshop ...

# Mistake-free Grammar & Proofreading

Get a firm grip on grammar rules,  
learn to proofread with perfection—  
and enjoy yourself in the process.

Coming soon to your area  
(See page 7 or visit our Web site at [www.careertrack.com](http://www.careertrack.com))



## Gail never goofed on grammar ...

She carefully considered every comma, painstakingly placed apostrophes,  
and diligently looked up difficult words.

## She was definitely dependable ...

Her boss could bank on mistake-free memos ... letter-perfect reports ...  
and impeccable proposals.

## But, boy, was she S-L-O-W ...

Gail would sweat over every sentence, pore over grammar guides  
to get everything right, and stay late to proof her projects.  
(What a toll it took on Gail!)



## Until Gail got a grand idea ...

She went to **Mistake-free Grammar & Proofreading** and brushed up on her business English.  
Now Gail has all of those writing rules and regs down pat. She has more confidence  
in her writing skills — and turns out twice the work in half the time!

### Enroll Today!

 **PHONE**  
1-800-556-3009

 **FAX**  
913-967-8847

 **ONLINE**  
[www.careertrack.com](http://www.careertrack.com)

 **MAIL**  
CareerTrack  
P.O. Box 219468  
Kansas City, MO  
64121-9468



Learn how  
you, too, can  
benefit from  
this one-day  
training ...

# "It made grammar and proofreading fun! I learned a lot, and I enjoyed myself."

Melanie Walker, administrative support  
Missouri Army National Guard

*Mistake-Free Grammar & Proofreading* is nothing like the grammar classes you took in school. This workshop is really fun. It's exciting, engaging, and truly effective in refreshing you on the basics of business English.

"The seminar was very well executed. The speaker was genuinely interested in teaching the material, which makes a significant difference with adult learners."

Nathan Watson, flight instructor, U.S.A.F.  
Airman Leadership School

"What an informative class this was! You are never too old to learn."

Deborah Duncan, administrative secretary  
City of Marietta Police Department

"I learned so much that I 'thought I knew.' Times have changed, and now I have resources to refer to in order to be correct. Thanks!"

Lisa Wright, human resources  
Morgan Foods, Inc.

"I learned more about grammar in one day than in several semesters in school."

Robin Petross, prosecutor administrator  
DA Office

## In one fast-moving day, you'll learn:

1. The grammar rules every professional must know
2. All about capitalization and punctuation
3. Painless proofreading
4. Techniques for finding errors in numbers, prices, codes, dates, etc.
5. 6 key rules for subject-verb agreement
6. Commonly misused words and how to use them correctly
7. The right way to present numbers

You'll get it all in one day ... and you'll learn it in such a way that you'll never forget it.

## Who should attend?

This training is critical for people who want their written communication to be letter-perfect.

It's ideal for managers, secretaries, technical writers, editors, and proofreaders who:

- Have never received training in these core skills
- Have been out of school for a while and need to brush up

It's also great for anyone who uses English as a second language.

"The content was well-rounded and very helpful. The seminar covered things that I had not even considered."

Diana Miller, administrative assistant  
United Way of Delaware

# A fast, fun way to learn some serious skills

*Mistake-Free Grammar & Proofreading* takes you on an adventure. The goal? To catch the grammar mistakes that can hurt your credibility. You'll start by finding out how well you understand grammar now. (Don't worry: You're not graded, and no one is singled out or embarrassed.)

## Memorable training with unforgettable results ...

*Mistake-Free Grammar & Proofreading* is designed according to the latest research on how adults learn. It's fast-moving, so you stay interested. It's engaging, so you learn by doing. And it's fun, so you happily give it your all.

In this high-energy training, you'll try your luck with Blue Ribbon Bingo ... polish your usage skills with Grammar Bull's Eye ... and "question the answers" with Punctuation Jeopardy.

The result? The information comes alive for you. You easily see the practical applications. And it sticks with you in a way that traditional "book learning" never can.

Just to prove it, you'll review your comprehension of grammar at the end of the day. You'll be amazed at how much — and how well — you've learned.

Sign up now for this innovative and effective training experience. Tell your coworkers, and encourage them to attend with you. You'll have a good time together, and you'll be able to support one another as you put your new skills into practice back at work.

## Attend with a group and save!

Tuition discount per person when 5 or more people from the same organization attend the same event.

## Every participant takes home a FREE workbook

This comprehensive workbook not only serves as your "game board" throughout the day, but also provides a hard copy of the program's key points. You'll find yourself referring to it time and again to recall rules, support changes, or double-check your work.

"The seminar gave me quick reference materials that I can use to be more efficient on my job."

Janice R. Smith, secretary  
U.S. Army Chaplain School



Relax! Dress casually for this workshop.



Enroll Today!

[www.careertrack.com](http://www.careertrack.com)

# WORKSHOP AGENDA

## 29 specific ways to perfect your business English

*(This workshop begins with a short pretest to determine your current grammar knowledge. By the end of the day, you'll be able to see and measure your improvement!)*

### Basics of proofreading

1. How to increase your proofreading speed — without sacrificing accuracy
2. Are you an editor or a proofreader? How to determine which skill your job really requires
3. Ways to spot common typographical errors
4. How to correct writing without changing the meaning
5. Tricks for finding duplicate words and left-out letters
6. Secrets for overcoming monotony and staying alert when proofreading
7. How to create distance from your work so you can catch your own errors
8. Why proofreading with a partner increases your accuracy

#### PROOFREADERS' MARKS

Learn what they are, and practice using them

9. An ingenious way to proofread numbers

### Rules to remember

10. A review of basic grammar skills
11. Do you remember the parts of speech and their uses? A quick refresher will remind you
12. How to fix run-on sentences
13. The rules of subject-verb agreement
14. How to avoid sexist language
15. Noun-pronoun agreement (Choose the right pronoun: "The company supports [its/their] employees.")
16. Active vs. passive voice: how to increase your writing's impact
17. Who vs. whom; me vs. myself — never be confused again!

### Punctuation

18. The 6 most frequently missed rules for using commas

19. How to use semicolons to improve the flow of your sentences
20. How and when to use colons
21. When you should use quotation marks — and when you shouldn't (By the way, does the period go inside or outside the quotation marks?)

22. Where to place apostrophes in words ending in "s"

23. Dashes and parentheses (Did you know they are opposites?)

### Usage and Form

24. When to use further/farther; affect/effect; continual/continuous; and other frequently misused words
25. How to use your word processor's spellcheck correctly — and when you can't rely on it
26. 150 commonly misspelled words (a take-home list you'll use often!)
27. Capitalization rules (Accounting Department or accounting department? The Marketing Director or the marketing director?)
28. When to use numbers and when to use words (50 or fifty?)
29. A final quiz that will show how much more skilled and confident you are!

You'll learn it all and have a great time, too!

# Never been to one of our workshops?

You're in for a high-payoff experience. We go to great lengths to see that you get the most up-to-date training available. Long before a workshop like this is declared "customer ready," it undergoes our own rigorous quality-control check. We field-test it ... critique it ... and fine-tune it right down to the smallest detail. So by the time a CareerTrack workshop gets to you, it's good. Very good. This one gives you the chance to learn business English thoroughly, quickly, and conveniently — without spending a lot of time or money.

## A little hesitant?

Let us answer your concerns.

### How do I get approval to attend?

Simply show this brochure to your manager or training director. Circle all of the learning points that apply to your job. This training is an investment in you *and* your organization.

### Can I spare a day away from the office?

The time you spend in this workshop will save you countless hours in dealing with grammar and proofreading mistakes. Think of it as a *time-saver*.

### A "game" sounds fun, but also a little trivial.

We've found that people learn best when they enjoy the process. So, although *Mistake-Free Grammar & Proofreading* is lighthearted and lots of fun, it's also content-rich and packed with practical skills.

### What if I attend and just don't like it?

Attendees give this workshop a high rating, but you are the sole judge of whether it's right for you. If you attend and aren't satisfied for any reason, you get a full refund. No questions asked.

"Cleared up many grammar rules that over the years I have partially or completely lost!"

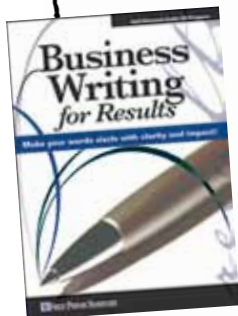
Lettie Martin, legal secretary  
Cincinnati, OH

"The trainer was great, especially managing a group of 'nitpickers' who are paid proofreaders. Tough crowd to talk to about grammar."

Tim Walker, editor  
Atlanta, GA

## An Exclusive Offer from our CareerStore ...

### Business Writing for Results



Every day you work with words. Whether you write memos to coworkers, reports to your boss, or letters to customers, your writing reflects your ability, confidence, and professionalism. This program is your guide to writing documents quickly, influencing coworkers more, and getting the results you want — every time!

1 DVD #42121DVD ..... **\$149.95**  
6 audio CDs & downloadable workbook #12121CD ..... **\$89.95**

Call **1-800-556-3009** or use the order form on page 7.

## Guaranteed results!

All of our seminars are **100% SATISFACTION GUARANTEED!** We're confident that this workshop will provide you with the tips and techniques you need for mistake-free grammar and proofreading. If for any reason you are dissatisfied, send us a letter (Attn: Customer Relations) within 30 days of your workshop attendance stating the reason you were not satisfied, and we'll arrange for you to attend another one of our seminars or receive a full refund — *hassle-free*.

**discount per person for groups of 5 or more!**

**Enroll Today!**

To register, visit our Web site at [www.careertrack.com](http://www.careertrack.com).

# on-Site Training Solutions

## Get the Results You're Looking For!

Bring our powerful, high-impact training programs to your organization and show your employees that you're serious about their professional growth and achieving critical organizational goals and objectives.

## Choose from over 150 courses!

From management development to customer service, our comprehensive library of courses provides a learning experience that is engaging, interesting, and intriguing!

## Tailor the Training to Meet Your Specific Needs!

We'll help you choose the appropriate courses for your organization and tailor each one to address your specific goals, issues, and scheduling concerns.

## Maximize Your Training Budget!

On-Site Training allows you to train work groups, teams, and entire departments for less than the cost of traditional public seminars or other training options.

Give your staff the skills, knowledge, and confidence they need to meet tough workplace challenges head-on, realize their full potential, and perform at their peak.

For a free consultation, visit us online  
at [www.careertrack.com](http://www.careertrack.com) or call us at  
**1-800-944-8503** today!

### AFFORDABLE TUITION • GROUP DISCOUNT

**Enroll Today!** Hurry, our seats fill *fast*. Guarantee your enrollment by paying your tuition today. You will receive a confirmation once your registration is complete. **Payment is due before the program.**

### QUICK CONFIRMATION!

To receive your confirmation within 48 hours, please complete the Quick Confirmation section of the registration form. Be sure to provide us with your e-mail address and/or fax number.

### PROGRAM SCHEDULE

**Check-in:** 8:30 a.m. – 9:00 a.m.

**Program:** 9:00 a.m. – 4:00 p.m.

### CANCELLATIONS AND SUBSTITUTIONS

You may cancel your registration up to 10 business days before the program, and we will refund your tuition less a nominal cancellation fee. Substitutions and transfers may be made at any time to another program of your choice scheduled within 12 months of your original event. Please note that if you do not cancel and do not attend, you are still responsible for payment.

### Please Note

- You will be notified by e-mail, fax, and/or mail if any changes are made to your scheduled program (i.e., date, venue, city, or cancellation).
- Walk-in registrations will be accepted as space allows.
- Please, no audio or video recording.
- Lunch and parking expenses are not included.
- Dressing in layers is recommended due to room temperature variations.
- You will receive a Certificate of Attendance at the end of the program.

### TAX-EXEMPT ORGANIZATIONS

If you are tax-exempt, enter your tax-exempt number in Section 6 on the Registration Form. Please mail or fax a copy of your Tax-Exempt Certificate with your registration for payment processing.

### TAX DEDUCTION

If the purpose of attending a CareerTrack program is to help you maintain or improve skills related to employment or business, expenses related to the program may be tax-deductible according to I.R.C Reg. 1.162-5. Please consult your tax adviser.

### CONTINUING EDUCATION CREDIT

CareerTrack offers Continuing Education Credits that are based on program length and completion. Credits are issued according to the National Task Force for Continuing Education guidelines, and approval is at the discretion of your licensing board. **Questions and concerns should be directed to your professional licensing board or agency.**

### UPDATE YOUR CONTACT INFORMATION!

Simply make corrections to the mailing label on the back page of this brochure. **Mail** corrections to P.O. Box 413884, Kansas City, MO 64141-3884, or **fax** to 913-967-8847. We'll change our records for the very next update. Thanks!

**1**  **YES!** Please register me today for the one-day *Mistake-Free Grammar & Proofreading* workshop indicated in Section 5. Group Discounts available; see page 6 for details.

Please send \_\_\_\_\_ copies of *Business Writing for Results* to my organization's address.

- DVD (#42121DVD) at \$149.95
- Audio CDs (#12121CD) at \$89.95

Add applicable sales tax and \$8.95 for shipping. *Questions? Call 1-800-556-3009.*

**2** **IMPORTANT!** Please fill in VIP number as it appears on the address label.

ID#  
910448

VIP \_\_\_\_\_

**3** **ORGANIZATION INFORMATION**

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mr.

Approving Mgr's Name:  Ms. \_\_\_\_\_

Job Title: \_\_\_\_\_

E-mail Address: \_\_\_\_\_  BUSINESS  HOME

**4** **QUICK CONFIRMATION**

Please e-mail or fax my confirmation to me within 48 hours.

My e-mail address or fax number is: \_\_\_\_\_

**5** **NAMES OF ATTENDEES** (Please list additional names on a separate sheet.)

#1 Attendee's Name  
Mr. \_\_\_\_\_  
Ms. \_\_\_\_\_

Job Title \_\_\_\_\_ Event # \_\_\_\_\_

E-mail Address \_\_\_\_\_  BUSINESS  HOME

#2 Attendee's Name  
Mr. \_\_\_\_\_  
Ms. \_\_\_\_\_

Job Title \_\_\_\_\_ Event # \_\_\_\_\_

E-mail Address \_\_\_\_\_  BUSINESS  HOME

**6** **METHOD OF PAYMENT** (Payment is due before the program.)

Make checks payable to CareerTrack and return form to: P.O. Box 219468, Kansas City, MO 64121-9468. Our federal ID# is 43-1830400 (FEIN).

Please add applicable state and local tax to your payment for programs held in Hawaii (4.16%), South Dakota (6%), and West Virginia (6%).

**Total amount due:** \$ \_\_\_\_\_

**Check #** \_\_\_\_\_ (payable to **CareerTrack**) is enclosed.

**Bill my organization.** Attn: \_\_\_\_\_

**Purchase order #** \_\_\_\_\_ is enclosed.

(Attach purchase order to completed registration form.)

**Charge to:**  AMEX  DISCOVER  MC  VISA

MO. \_\_\_\_\_ YR. \_\_\_\_\_  
EXPIRATION DATE

\_\_\_\_\_  
CARD NUMBER

**Card Holder's Name** \_\_\_\_\_

**Tax-Exempt #** \_\_\_\_\_

*Please attach a copy of your Tax-Exempt Certificate for payment processing.*

**Note:** If you've already registered by phone, by fax, or online, please do not return this form.

# Enroll Today!



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1-800-556-3009



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913-967-8847



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Get a firm grip on grammar rules, learn to proofread with perfection — and enjoy yourself in the process.

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P.O. Box 219468  
Kansas City, MO 64121-9468  
a division of PARK University Enterprises, Inc.

To update your contact information, see page 6.

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Time-sensitive material

## YOUR VIP# IS: WINQ

### ROUTE To:

- Training director
- Public relations director
- Administrative assistant
- Editorial assistant
- \_\_\_\_\_



### course objective:

To enable participants to understand and correctly use the most important principles of business English, in particular grammar and proofreading.

### course topics include:

- The essential rules of grammar
- Up-to-date punctuation and capitalization rules
- Techniques for proper word usage
- Proofreaders' marks and the best methods for proofreading

See workshop agenda  
on page 4 ...

**Enroll Today!**

[www.careertrack.com](http://www.careertrack.com)

### FAST WORKSHOP FACTS

- One-day workshop, 9 a.m. to 4 p.m.
- Tuition includes workbook
- Discount per person for groups of 5 or more from the same organization attending the same event
- 100% satisfaction guaranteed