



ASIAN INSTITUTE OF JOURNALISM AND COMMUNICATION

5th Flr., NextMobile Bldg., 2244 España Ave., Manila;
Annapolis Wilshire Plaza, 11 Annapolis St., Greenhills, San Juan, Metro Manila
Tel. (632) 559-1522, 740-0396; Telefax: 743-4321
E-mail: info@aijc.com.ph / pdp@aijc.com.ph

PROFESSIONAL DEVELOPMENT PROGRAM

Effective Technical Writing and Editing

This is a two-day seminar-workshop that aims to enhance the competency of professionals in technical writing. The course will be highly participatory and experiential and will employ the following methodologies:

- Lecture-presentations
- Plenary and small group discussions
- Writing drills
- Writing assignments
- Workshops and writeshops
- On-the-spot editing
- One-on-one and group consultation with mentors
- Follow-up online consultation

The course will cover the following topics:

- Understanding the writing context
- Organizing ideas
- Building sentences and paragraphs logically
- Writing content for various technical formats (letter/memo, reports, minutes of meeting, etc.)
- Writing clearly and concisely
- Checking for grammatical errors
- Editing and proofreading techniques

Date: February 15-16, 2010
Venue: Unit 902, Annapolis Wilshire Plaza, 11 Annapolis St.,
Greenhills, San Juan, Metro Manila

Standard rate: Php 7,500/pax
Special rates: Early bird (individual): Php 7,000
Group rate (at least three participants): Php 7000/pax
Early bird (group): Php 6,500/pax

Inclusion: Training fee
Training kit (handbook, notebook, pen)
Certificate
Meals (am/pm snacks and lunch for two days)

Note: Early bird rates apply for payments made on or before February 10, 2010.

REGISTRATION ARRANGEMENTS

The seminar will accommodate a maximum of 15 participants on a first-come, first-served basis.

To register, please fill up the form below and email to pdp@aijc.com.ph with the subject line "***Effective Technical Writing and Editing***" or send via fax to **(02) 743-4321**.

As soon as we receive your registration, a billing statement will be sent to you. Payment can be made via bank deposit to **Metrobank** (Savings Account # 1-543-154-110-136) or **BPI Family Bank** (Saving Account # 5573-0968-61) in favor of the Asian Institute of Journalism and Communication.

You may also pay at our office located at 5th Flr., NextMobile Bldg., 2244 España Ave., Sampaloc, Manila.

Write with Confidence!

Effective Technical Writing and Editing

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REGISTRATION FORM

Name: _____ Nickname: _____

Designation: _____

Company: _____

Company Address: _____

Mobile No.: _____

Telephone No.: _____

Fax No.: _____

E-mail Address: _____

For further inquiry, please contact:

Ms. Jannelle Dagaas - (0905)337-4144 / (0932)378-4235

Mr. Paul Alaras - (0920)947-5536

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