



Write-Logic Incorporated
8401 Vermillion Circle
Baldwinsville, New York 13027
315.569.8563
sales@write-logic.com
www.write-logic.com

Focus on Error-Free Documents

Write-Logic's intensives address specific writing-training needs. Each intensive is similar to our eight-module program in three important ways:

- Instruction is provided via eLearning, thereby negating the need for classroom attendance.
- All training materials have been customized for those in civil engineering, the environmental sciences, construction, and related fields.
- A skilled writing instructor is assigned to each participant. The instructor offers comments on the participant's own documents and writing exercises.

Punctuation Matters

Focus on Punctuation improves each participant's ability to create sentences free of punctuation errors by focusing on the following objectives:

- Discuss the five rules for comma usage
- Avoid the three most common comma errors: the comma splice, the run-on sentence, and the fused sentence
- Use semicolons, colons, hyphens, and dashes correctly
- Adjust emphasis with punctuation

Program Requirements

Participants submit the following course materials for review:

- Exercises devised by Write-Logic
- A writing assignment of their own

Feedback is provided by Write-Logic on the strengths and error-patterns noted in the participant's ability to produce text free of punctuation errors.

Proofreading Today

Proofreading Today improves each participant's ability to produce error-free documents by enabling them to determine the following:

- Examine their capability to recognize the following "surface" errors:
 - spelling
 - word choice
 - punctuation
 - grammar
 - format
- Use proofreading strategies—both electronic and manual—to identify errors within documents

Program Requirements

Participants submit the following course materials for review:

- Exercises devised by Write-Logic
- A proofreading assignment of their own

Feedback is provided by Write-Logic on the error-patterns noted in the participant's proofreading efforts.