



**ASSOCIATION OF ADMINISTRATIVE ASSISTANTS
ASSOCIATION DES ADJOINTS ADMINISTRATIFS**

Please join the Barrie/Simcoe County Branch for at

Communications: Writing for the Real World

Facilitated by

Pauline Stevenson, Web Content Coordinator

Keep it simple! These are words that Pauline Stevenson (professional communicator and writer) lives by when she sits down to write. Whether you are writing a corporate letter, website article or an email message, getting your point across in a clear and concise way is critical, but not always easy.

It's time to throw out everything you thought you knew about writing. This interactive workshop will give you practical tips and a hands-on opportunity to learn how to write in a way that anyone can understand and everyone will appreciate. You will leave this workshop ready to write for the "real world."

Wednesday, March 10th, 2010

5:30 to 7:30 p.m.

**\$5 for AAA Members and \$8 for Guests
(Guests are always welcome!)**

Location: Central United Church

54 Ross Street, Barrie

(from Hwy 400 exit at Bayfield St, go South on Bayfield, then right on Sophia St, continue to Ross Street)



Please RSVP, by March 5th, 2010 to: Cathy Butts cbutts@smcdsb.on.ca 722.3559 x 247

*We are a proud member of the Greater Barrie Chamber of Commerce.
For more information about the Association of Administrative Assistants (AAA) and
the Qualified Administrative Assistant (QAA) program, please log on to www.aaa.ca.
For information and an application form to become a member of the
Barrie/Simcoe County Branch of AAA,
please contact Angie King, Membership Coordinator, angie.king@sympatico.ca*

"Professionalism through Education"

