

EDITOR PROOF

Workshops in Powerful Communications

The first impression you make could be the last, unless you communicate effectively. Nowadays, that first contact is likely to be in writing – whether a letter or e-mail, memo or report, proposal or project paper. Getting it right the first time is essential; your writing can affect how you are perceived intellectually and professionally.

EditOr Proof offers workshops for students and professionals to improve their writing and communicate more powerfully. Through hands-on methods that teach how to compose, structure and enhance the written word, our instructors will take you down the safest road to *winning communications*.

Among our workshops:

Effective writing

Discover how to tailor your writing to different audiences, structure your essay or report, and successfully convey your ideas.

Effective writing for online media

Ensure that your website, blogs and social media tools deliver your messages effectively by being concise and relevant.

Effective editing

Acquire the skills to sharpen your writing by organizing and revising your work professionally, eliminating superfluous words, spotting inconsistencies and errors, and improving word choice.

Effective correspondence

Learn how to draft professional and succinct letters and e-mails.

Effective presentations

Explore how to use the popular PowerPoint business communication tool to illustrate and complement your verbal presentation.

OUR INSTRUCTORS

Fabienne Stassen

Fabienne is Director and Head of Editorial Services at EditOr Proof. She has a Master's in international relations and affairs from Tufts University's Fletcher School of Law and Diplomacy in Boston, and a Bachelor's degree in English. She has over 15 years' experience in professional editing. Formerly senior editor and head of editing at the World Economic Forum, she created EditOr Proof to promote clear and concise communication by offering high-quality editorial services in English to businesses and individuals.

Eric Schallenberg

An editor at EditOr Proof, Eric has a Bachelor of Arts from Cornell University in Ithaca, New York. He has over 20 years' international experience in communications, including editing, marketing, advertising and teaching English.



EditOr Proof offers both private lessons and classes for up to 15 students. The curriculum is adapted to suit schools, businesses or other organizations. A class can be held as a one-day workshop or as a series of sessions over two or three days. For more information, visit our website:

www.EditOrProof.net

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