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CHRO TRAINING ANNOUNCEMENT: (2) JN - NTERMEDIATE-ADVANCED TECHNICAL WRITING

COURSE: (2) JN - Intermediate-Advanced Technical Writing

DATE: 18, 20 & 22 June 2018 (Three-day course)

TIME: 0800-1630 (24 H)

PLACE: Camp Foster, Administration Bldg. # 495, 2nd Floor, Civilian Human Resources Office, CHRO, Classroom #4

SEATS: 25 Seats

INSTRUCTOR: Dr. Christopher Melley

DESCRIPTION:

This 3-day Intermediate/Advanced Level Technical Writing to Non-Native Speakers concentrates on generating clear and crisp technical documents that concentrate on contract-writing, instructions, warnings, advisories, agenda for meetings, product/service instructions, tutorials, and PPT presentations. Language challenges in a multi-cultural workplace are discussed, and finding ways to communicate across the cultures, using global English, are studied. After mini-lectures, participants spend much of the seminar time working in small groups and individually on writing and presentation tasks designed to help in spotting mistakes in grammar, fuzzy language, wordiness, formatting, and consistent word use. Some homework will also be assigned, to connect one day to the next. Bring grammar and other writing-related questions to class. Bring writing equipment – pens, pencils, erasers, paper, electronic or paper dictionary, i-pad/laptop (optional). A short pre-assessment and post-assessment are administered.

ELIGIBILITY:

Participants must have an English proficiency level equivalent to LPL 2 or higher. MLC employees with Marine Corps Okinawa activities who want to learn writing skills in the workplace.

NOMINATIONS:

Nomination must be preapproved by employee's supervisor. Submit nominations to CHRO Workforce Development Section via e-mail (include Supervisor in C/c pane) at mcbbutlerchrotraining@usmc.mil no later than 12 June 2018.

Nomination must include:

- Nominee's name
- Nominee's grade
- Nominee's ID Number
- Nominee's position title
- Nominee's organization/section name
- Nominee's duty phone and email address
- Nominee's Language Proficiency Level (LPL)
- Please prioritize the nominee list if more than one

SF 182 is not required for this class.