

NEW! Castro Valley Adult and Career Education **BUSINESS ENGLISH WORKSHOPS**

Fine tune your English skills with these high-powered, concentrated professional learning sessions!

Exciting, fun, fast-paced workshops to get you ready for the business world, improve your business image or prepare for college. Each workshop also includes vocabulary building.

BUSINESS ENGLISH WORKSHOP -- Common Language Blunders

Present yourself with a professional edge when you write and speak by avoiding some common language mistakes. *September 20 - October 27, 2010*

BUSINESS ENGLISH WORKSHOP -- More Common Language Blunders -- Let's Eradicate Sloppy English

Why guess at it when you can know with confidence that your English is top notch? Learn easy tricks to wipe out sloppy language mistakes that you may not even know you are making. *November 1 - December 15, 2010*

BUSINESS ENGLISH WORKSHOP -- Writing

Crisp, professional business writing is much more than texting with your thumbs. Learn to write it right. *Offered Winter Quarter*

BUSINESS ENGLISH WORKSHOP -- Punctuate It Right!

Stop sprinkling those commas and apostrophes like parsley on a plate. Learn where they really go. *Offered Winter Quarter*

Mondays and Wednesdays
3:00 - 5:00 pm
\$49.00 each workshop
\$39.00 each for 2 or more workshops



Prepare yourself TODAY for future job SUCCESS!

REGISTRATION:

ONLINE: www.cvadult.org ◆ **BY TELEPHONE:** 510-886-1000

IN PERSON: 4430 Alma Avenue, Castro Valley 94546

Great Students - Great Staff - Great Expectations!