

PHILIP VASSALLO, ED.D.

WRITING MANAGEMENT, DESIGN, INSTRUCTION, AND ASSESSMENT

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Financial Writing

- Audience** Business analysts, accounting professionals, economic advisors, auditing staff, tax specialists, and corporate attorneys responsible for writing a broad range of financial internal and external documents
- Duration** Two days
- Description** This guides participants through the writing process as they craft purposeful, reader-focused financial-related correspondence. Participants will create and critique their own documents based on professional feedback.
- Scope**
- Determine the appropriate level of content
 - Organize data in a manner that matters to the reader
 - Distinguish between objective and analytical data
 - Heighten the importance of facts to address the reader's concerns
 - Edit documents to reach the technical level of the reader
 - Receive individual, confidential feedback of writing strengths and challenges
- Format** This course can be delivered in a paper or computer-assisted format.
- Materials**
- *Financial Writing* course manual
 - *The Art of On-the-Job Writing* by Philip Vassallo
- Enrollment** Limited to 12 participants
- Consultant** Philip Vassallo, Ed.D.
- Assessment** Pre-course customized *4S Writing* assessments of participant-submitted samples (add one-half consulting day)