

PRO WRITING SKILLS

:: Group Online Class Enrollment Pitch ::



www.onyxonlineedu.com

ABOUT US

The *Onyx Online Education & Training* courses were created and produced by long-time English Instructor, Ashan R. Hampton.

As the director and owner of *Onyx Online Education & Training*, Ashan has helped thousands of students, academics and busy professionals hone their writing skills, since 2011.

As a college instructor for over 20 years, Ashan became keenly aware of how poor writing and communications skills hindered her students in the workplace.

As a result, she poured years of knowledge and experience as a teacher, technical writer, editor and proofreader into several books and online classes to help adult learners improve their writing skills.



Pro Writing Skills Training

We offer online writing skills classes for personal and professional development.

PROBLEMS & SOLUTIONS

“Writing today is not
a frill for the few,
but an essential skill
for the many.”

*--The National Commission on Writing in
America's Schools and Colleges*



The Problem

1. Students do not have a basic understanding of grammar, punctuation, and spelling.
2. Writing courses are focused on personal expression or popular culture and not on developing workplace writing skills.
3. Colleges admit high school graduates with deficient writing skills.
4. Universities mistakenly believe they are adequately preparing their graduates for the workplace.
5. Organizations lose an estimated \$400 billion per year to problems related to poor writing.

Thomas Lang, Writing for Public Health, 2019.



The Problem Continues...

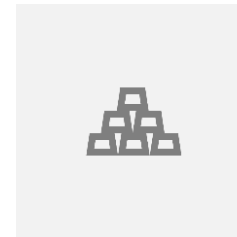
6. The *National Commission on Writing* reports that more than \$3.1 billion is being spent annually on remedial writing training.
7. A report from the *Partnership for 21st-Century Skills* noted that according to employers, 26.2% of college students had deficient writing skills.
8. In the *National Association of Colleges and Employers Job Outlook 2019*, 82% of employers surveyed want strong writers. They cited written communication as their top desired skill for recent college graduates.
9. According to Workforce.com, “Companies invest millions of dollars in their image and it can be undone in a matter of minutes by one sloppy e-mail.”
10. Bad grammar can lead to adverse legal actions and court decisions. See “*Maine Dairy Drivers Settle Overtime Case that Hinged on an Absent Comma*”.

See “References” at the end of this presentation.



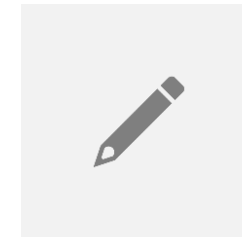
Solution

Understand the importance of writing in the workplace. Enroll in our online classes. Purchase our grammar and proofreading books.



Prioritize

Don't delay! Decide which classes to offer your staff, team or employees.



Authorize

Test-drive our online courses. Take the free trial lessons.



Enroll

Register your group for our effective, affordable writing skills training.

HOW IT WORKS: GROUP REGISTRATION PROCESS



- Decide which of our classes will best suit your group.

- Click the link for the course you are interested in taking.

- Create an account and take the free trial lessons.

- Read and submit all paperwork required for group registration.

- After class completion, receive a certificate to add to your resumé credentials.

Note: Our group classes have been modified to fit a corporate training environment. If individuals want to take our classes, even if the group's organization decides not to enroll, those individuals can take any class listed at www.arhampton.com/classes.

WORKPLACE GRAMMAR AND STYLE

"Workplace Grammar & Style" combines the most important fundamentals of grammar and writing style to write error-free sentences.

What You Learn:

- Grammar Pre-test
- Verbs
- Subject-Verb Agreement
- Fragments
- Run-on Sentences
- Comma Splice
- Prepositions
- Avoid Sexist Language
- Avoid Wordiness

Price per person: TBD.



BUSINESS GRAMMAR ESSENTIALS

"Business Grammar Essentials" shows you how to correct style and usage concerns. With a combination of grammar, mechanics and usage, you can quickly boost your writing skills.

What You Learn:

- Abbreviations
- Common Usage Errors
- Numbers
- Capitalization
- Comma Usage
- Active/Passive Voice
- Avoid Biased Language
- Business Grammar Quiz

Price per person: TBD.



PROOFREADING POWER BASICS

“Proofreading Power Basics” is a unique online class for business groups, staff teams and corporations. Learn fundamental proofreading skills with practical, hands-on exercises.

What You Learn:

- Proofreader Expectations
- Grammar Assessment
- Proofreading Pre-Test
- Proofreading Prep
- Proofreading Tips
- Proofreading Strategies
- Proofreading Rules
- Proofreading Scenario
- Proofreading Marks

Price per person: TBD.



SMARTY PANTS VOCABULARY BUILDERS

Have you ever wanted to sound smart? Who doesn't want to use 'fancy' words to impress co-workers or professors? What about *persona non grata*, *in toto*, *zeitgeist* or *ex officio*? “Smarty Pants Vocabulary Builders” upgrades your business writing vocabulary with French, Latin, German and Italian words and phrases.

What You Learn:

- Popular French Words & Phrases
- Popular Latin Words & Phrases
- Popular German Words & Phrases
- Popular Italian Words & Phrases

Price per person: TBD.



GRANT WRITING ESSENTIALS

"Grant Writing Essentials" is an excellent beginner's guide to grant proposals. Do you know how to write a grant? Grant writing is not complicated or mysterious if you understand the basic parts of a proposal and the required information for each section. Learn about the overall grant writing process.

What You Learn:

- Understanding Grants
- Grant Lifecycle
- Grant Process Overview
- Grant Vocabulary
- Parts of a Grant
- 10 Common Mistakes
- Sample Proposal Letter
- Sample Full Proposal

Price per person: TBD.



PUBLIC SPEAKING SKILLS

Does speaking in front of groups of people make you nervous? Do you know how to write an effective speech? “**Public Speaking Skills & Drills**” offers valuable tips and techniques on how to deliver effective speeches and oral presentations.

What You Learn:

- Speeches vs. Presentations
- Calming Anxiety
- Speaking Styles
- Delivery Skills
- Diction Exercises
- Speech Critiques

Price per person: TBD.



BEYOND BASIC GRAMMAR

"Beyond Basic Grammar" focuses on the art of writing complex sentences by using advanced grammar and style techniques. Learn the skills that separate beginning writers from the professionals.

What You Learn:

- Sentence Structure
- Fixing Choppy Sentences
- Combining Sentences
- Sentence Variety
- Shifts in Person
- Shifts in Tense

Price per person: TBD.



GRAMMAR ESSENTIALS JUMPSTART

In “Grammar Essentials Jump-Start,” learn to identify and correct common grammar errors. This low-cost introductory class gives you a good feel for the high-quality instruction you receive at such affordable prices.

What You Learn:

- Grammar Pre-test
- Sentence Fragments
- Run-on Sentences
- Subject-Verb Agreement
- Prepositions

Price per person: TBD.





Next Steps

- Download our group enrollment packet.
- Read the description of classes.
- Read our enrollment procedures and terms of service.
- Fill out the class registration form. Every class requires a separate registration form.
- Fill out the class participants form.
- Read and complete the contract.
- Submit your payment.
- Receive login credentials for every participant.
- Start taking the class!
- Receive certificates of completion.



Questions?

Let's Get Started!

Also, if you need information that is not covered in our current classes, please let us know.

Click "**Group Classes**" on our website to download a **Group Enrollment** packet.

CONTACT US



LINKEDIN

[arhampton](https://www.linkedin.com/company/arhampton)



WEBSITES

arhampton.com

onyxonline.edu



EMAIL

ashan@onyxonlineedu.com



PHONE

901-264-9409

REFERENCES

Gonzales, Richard. *Maine Dairy Drivers Settle Overtime Case That Hinged On An Absent Comma*, February 2018.

<https://www.npr.org/sections/thetwo-way/2018/02/08/584391391/maine-dairy-drivers-settle-overtime-case-that-hinged-on-an-absent-comma>

Lang, Thomas A. *Who Me? Ideas for Faculty Who Never Expected to Be Teaching Public Health Students to Write*. Association of Schools and Programs of Public Health, 2019.

Moore, Kaleigh. *Study: Poor Writing Skills Are Costing Businesses Billions*. Inc.com. N.D.

<https://www.inc.com/kaleigh-moore/study-poor-writing-skills-are-costing-businesses-billions.html>

NACE Staff. *Employers Want To See These Attributes On Students' Resumes*, December 12, 2018.

<https://www.naceweb.org/talent-acquisition/candidate-selection/employers-want-to-see-these-attributes-on-students-resumes/>

Workforce.com Staff. *New Workers Sorely Lacking Reading, Writing Skills, Report Finds*. December 2007.

<https://www.workforce.com/news/new-workers-sorely-lacking-reading-writing-skills-report-finds>