

## Introduction

This report describes the Business Communication Skills seminar presented by Business Connections on March 3 and 4 in Dallas in terms of three factors: Seminar Purpose, Seminar Content, and Seminar Evaluation.

## Seminar Purpose

- Learning Outcomes

- Participant Needs

## Seminar Content

- Day One

  - Sentence Writing

  - Punctuation

- Day Two

  - Tone

  - Letter Writing

## Seminar Evaluation

- Participant Feedback

- Follow-up