

GOAL

The career ladder  
has its ups  
and  
downs

## Accelerate your climb with solid writing and presentation skills from WordTask.

Only **WordTask** offers such a wide selection of specialized writing courses for technology and business professionals, all from one source. Whatever the document, you'll cut writing time, sharpen your message, and convey a professional image – of yourself and of your organization.

Improve your efficiency and effectiveness in

- proposals
- policies and procedures
- technical design and product documentation
- e-mail, letters, and marketing communications
- strategic documents that plan, report, and evaluate
- writing of English as a second language

Based in Ottawa and Toronto, **WordTask** has provided its unique, strategic blend of academic credentials and business experience to both enterprise and government clients in North America.

Contact us to learn which of our three effective formats is the fit for you: in-house sessions, public courses, and one-on-one coaching.

www.wordtask.com  
613-825-9354  
1-888-421-1105  
wtinfo@wordtask.com



START



*Never fear to be understood.*