

about US

Since 1991, WordTask has improved the writing skills and processes in a variety of organizations. Based in Ottawa and Toronto, WordTask offers its instructor-led writing workshops across North America.

Writing training is our only business, not an add-on. Unparalleled in its scope, our curriculum reflects our knowledge of workplace writing in all its diversity. In short, we know how writing works in your business.

Our recent clients include Nortel Networks, Cognos, Nokia, Entrust, JDS Uniphase, Deloitte & Touche, WorldCom, the Canadian Paediatric Society, Human Resources Development Canada, Canada Customs and Revenue Agency, Department of Fisheries and Oceans, and Natural Resources Canada, to name only a few.



Take your first step
to better writing...

Contact us

To learn about our solutions for your writing needs.

www.wordtask.com

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Email: wtinfo@wordtask.com

WORD | TASK
Shaping words into action



WORD | TASK
Shaping words into action

Write better—
in less time.

Shape words into action with **WordTask** writing courses.

Benefit

from WordTask writing courses:

- reduce writing time
- sharpen your awareness of your audience
- improve your corporate image
- enhance your confidence as a writer
- get your message across clearly

The WordTask results are clear: Our post-course surveys show an average reduction in writing time of 25 to 30 percent, with heightened document quality.

A FULL COMPLEMENT

Your writing tasks vary, and so does our curriculum. The Web and other electronic media, team-written documents, and a dizzying pace of change make workplace writing an extension of the technology of the job.

Our instructor-led courses – available in both English and French – assist a wide range of writers:

- IT professionals
- hardware and software designers
- business and policy analysts
- professional technical writers
- marketing specialists
- website designers
- administrative and executive assistants
- auditors and program evaluators

TOTAL CUSTOMER CARE

From up-front curriculum planning to post-course evaluation of our training, count on our free **Service-Link** support package to:

- assess your needs through our pre-course survey and consultations
- assist with the internal advertising of our courses
- customize our courses as your needs dictate
- conduct course evaluations
- measure the impact of the WordTask approach on your business