



# Cornerstones

Career Learning Center, Inc.  
[www.cornerstonescareer.com](http://www.cornerstonescareer.com)

Nationally-certified trainers offer two workshops to hone your business communication skills:

## Basic Business Writing

Your writing skills can set you apart from the competition in the job market! Learn the tricks of the trade to produce:

- professional memos,
- effective e-mails,
- clear, concise, intra-office reports,
- formal business letters.

Emphasis is on real-life workplace communication projects.

Available in a three-hour workshop which includes participation in writing activities.

## Effective PowerPoint Presentations

Effective presentations provide a platform to showcase your skills. This workshop addresses both technology and content-related tasks needed to create quality visual presentations. Skills addressed include:

- creating and modifying presentations,
- use of graphics and animations,
- developing speaking points from your information,
- refining handouts and slide shows for presentation.

Available in a three-hour workshop which includes creating and presenting a slide show.

**For availability and pricing contact:**

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