

# PSWP | PUBLIC SERVICE WORKSHOPS PROGRAM



Governor's Office  
of Employee Relations



New York State  
Public Employees Federation

## Seats in the following virtual workshop are now available

January 25, 2022

**PSWP Workshops are for PEF-Represented and Management/Confidential Employees**

To reference full workshop details and to register go to the **Statewide Learning Management System (SLMS)** at <https://nyslearn.ny.gov>.

For additional information regarding currently available offerings, check **PSWP Course Offerings** at [www.pswp.info](http://www.pswp.info)

Equal Opportunity & Reasonable Accommodation

### Virtual - Zoom

Training Title:	Date/Time:
<b>Professional Writing: Mechanics for Non-Native English Speakers - Virtual</b>	<b>Wednesday &amp; Thursday, 3/16/22 &amp; 3/17/22 9:30 AM to 12:30 PM</b>
Provider:	Location:
<b>Capital Region Language Center</b>	<b>Virtual - Zoom</b>
SLMS Search Number:	Registration Deadline:
<b>5480 or <a href="#">Click here to register (sign in required)</a></b>	<b>Wednesday, 3/9/22</b>

This two-session (each 3 hours in length) virtual workshop provides non-native English-speaking participants with a review of the mechanics of writing. Strategies for improving written communication in a clear, concise and grammatically correct format. Workshop topics include parts of speech, sentence structure, phrases and clauses, the use of modifiers, rules of punctuation, and proofreading effectively.