

Certificate of Completion

This certifies that Morgan Jordan Taylor
identified by email morjortay@emailserver.net
successfully completed the course:

Business Writing Basics

Punctuation - Comma, Colon, Apostrophe, Hyphen, Interruption Marks, Quotes

Grammar – Match Pronouns, Match Verbs, Match Modifiers, Pronoun Case, Who versus Whom, Subjunctive Mood

Usage – When to Capitalize, Further Amount, Homonyms, Redundant Words, Superfluous Words, Accepted Idiom

Clarity - Active Voice, Align Story, Parallels, Fluff, Bloat, Bad Verbs

Style - Drivel, Numbers, Variety, Guidance, Presentation, Tact and Tone

Empathy – When Not To Write, Them Not You, Entice Response, Entice Attention, Compelling Edits, Parrot Language

Email - Message First, Productivity Etiquette, Diplomacy Etiquette, Message Tone, Message Form, Subject Last

Date: 2018-05-18



Certified by:

JW Judge

Joseph W. Judge III, MS, MBA
Founder, Proofread.com

Completion of this training does not guarantee that this person will write flawlessly at work. It certifies that this person had the sagacity to enroll in business training, the work ethic to read through more than forty lessons, and the knowledge to earn better than a passing grade on seven module tests. This boot camp is neither free nor easy. This graduate deserves your respect.

BOOTCAMP 7