

(Sept. 10 and Sept. 17, 2009) 6:00-9:00 p.m.

Writing Effective Memos, Letters and Reports (cost/\$60)

Learn tips on writing effective memos, letters, and reports, including:

- Choosing the best format for the message you want to communicate
- Writing to inform versus writing to persuade
- Eliminating the clutter and getting to your point
- Communicating negative messages
- Conveying a professional image through writing

Please print and fill in each blank.

Date: _____

Name: _____
(Last) (First) (Full Middle Name)

Social Security Number: _____ Age: _____ Birth Date: _____

Home Phone: (_____) _____ Work Phone: (_____) _____

Home Address: _____
(Number/Street)

(City) (State) (ZIP)

Company Name: _____

Company Address: _____
(Number/Street)

(City) (State) (ZIP)

Payment Method (Please check one) *Please note: Cash payments are only accepted at the Business Office. DO NOT mail cash.*

_____ Company Check _____ Money Order/Cashier's Check _____ Credit Card (complete information below)

_____ Bill Company, Purchase Order Number: _____ (Must have authorized signature)

Authorized Signature _____

Printed Name and Title _____

If you would like to pay by MasterCard, VISA, or Discover, complete the following information:

Please charge \$ _____ to my credit card as payment for tuition & fees.

Card Holder's Name: _____ Mastercard Visa Discover

Card Holder's Address: _____
(Number/Street)

(City) (State) (ZIP)

Credit Card Number: _____ CVV2 Code** : _____ Exp. Date: _____

Card Holder's Signature: _____ Daytime Phone: (_____) _____

Student Signature _____

***The three-digit code found on the back of the credit card by the signature.*

Please return this form to:
Ranken Technical College
ATTN: Business Office
4431 Finney Avenue
St. Louis, MO 63113
Fax: (314) 371-0241