



Empowering professionals to write with skill and confidence

October 2009. V. 1 Issue 8

### Why Consider Online Training?

According to a recent study published by the Conference Board, “The Ill-Prepared U.S. Workforce,” many of today’s new hires lack “crucial basic and applied skills,” an issue that affects individual businesses and the nation’s overall economy. Since many businesses are looking to cut costs while attracting and retaining top talent, online training is becoming a more prominent solution. Online training is also more time-efficient, cost-effective, and eco-friendly since it saves money on materials and employee productivity lost through onsite training.

Hurley Write offers the solution! We’ve worked with large corporations, small businesses, and nonprofits for more than 20 years. One of these nonprofits, America Reads-Mississippi (ARM), recently leveraged our online writing courses to improve reporting and enhance member development. Before leveraging Hurley Write, ARM was finding it difficult to obtain clear written communication from its 350 full-time members. We developed a series of customized online writing modules that enabled ARM to gain efficiencies in the reporting process while saving significant time and money. We also recently developed an online writing course for MITACS in Canada and are working with roughly 75 of its students. Need a customized online solution? Contact us!

### Grammar Question of the Month

**How do I use semicolons?** Semicolons are underused! They can be used in a couple of different ways: one, to show the relationship between two complete, related sentences. That is, you can use them instead of using a transitional word such as “and” or “but.”

Another way to use them (and they aren’t used enough in this regard) is to separate items in a series when one of the items contains internal punctuation:

I have lived in Wilmington, NC; Wilmington, DE; and San Francisco, CA.

If we didn’t use the semicolons, it would appear that I’ve lived in Wilmington and NC and Wilmington and DE and San Francisco and CA.

### What’s New

We’re now licensing our online courses! What that means is that companies and organizations large and small can license our online courses for multiple employees for several months, a year, or even two years. For more information, [click here](#).

We’ve refashioned our website—take a look and let us know what you think!

### Puzzler

Congrats to Natalia Nalimova, of PSI for answering the latest grammar quiz correctly! Natalia chose to take our six-week technical writing class!

---

### Follow us on Twitter!

To follow us on Twitter, [click here](#).

### Read our blog!

To read our blog [click here](#).



When you need editing and/or proofreading help, go to [www.myprofessionaleditors.com](http://www.myprofessionaleditors.com). We have quick turnaround and are reasonably priced.

TOLL FREE: 877-24-WRITE (877-249-7483) | email: [pam@hurleywrite.com](mailto:pam@hurleywrite.com)