

Certificate of Completion

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

Advanced Business Writing

Punctuation & Grammar - Commas, Semicolons, Dashes, Spelling,
That/Which, They Singular

Rules & Usage – Adjective Order, Latin Rules, Just Qualifiers, As/Like,
Different/Into/May, While/Whether

Clarity & Flow – Good Parallelism, Stuff-to-Back, Bad Delays, Good
Modifiers, Familiar-to-New, Topic Focus

Style & Sophistication - Tone for Purpose, Personalize, Diction, Balance,
Inversion, Humor

Rhetoric & Narrative - Engage, Emphasize, Argue, Appeal, Narrative Style,
Power of Story

Influence & Persuasion – Motivation Source, Reasoning Methods, Magic
Words, Evidence Preference, Essential Consistency, Trusted Acceptance

Presentations & Graphics - Clutter, Focus, Content, Change, Contribution,
Data

Date: 2018-05-18



Certified by:

JW Judge

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

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 9