

Writing Skills for Forestry Professionals

March 14, 2007 from 9:00 AM to 12:00 PM

Delivery

The Forestry Issues Forum events are presented in teleconference format via the NC Research and Education Network (NCREN), a two-way, interactive medium which allows attendees to interact with the experts and other participants from across the state. *Sorry, but the Horry-Georgetown Tech location in Conway, SC is not available for this teleconference or the one scheduled for May 9, 2007.*

Registration and Cancellation Policy

Advanced registration is required because seating is limited. Make checks payable to "NCSU" or pay by MasterCard or Visa. Upon receipt of registration and \$35 payment, participants will be mailed a confirmation letter and location map. Cancellations received before the registration deadline qualify for a full refund less a \$10 service charge. Refunds will not be given for cancellations after March 7 (substitute attendee recommended). We reserve the right to cancel any forum.

Special Notes

The 3-hour forum will begin promptly at 9:00 AM and end promptly at 12:00 PM. Please allow extra time for visitor parking and locating the video teleconference building and room. All teleconference sites are nonsmoking. We will provide reasonable accommodation for persons with special needs when requested in advance.

Program

Do you want to improve your writing skills? This 3-hour teleconference will assist you with the preparation of forest management plans. Specifically, the presentation will focus on three of the key issues you face as a writer:

- making efficient use of writing time
- organizing documents to maximize readability
- writing clear, powerful sentences

Topics

- A systematic procedure for writing
- Organizing management plans
- Writing the opening paragraph
- Arranging the information in the plan
- Writing clear, powerful sentences
- Understanding passive voice
- Using a systematic method for editing text

Speaker

Dr. David H. Covington is an Associate Professor in the Department of English at North Carolina State University in Raleigh, NC, where he has taught technical and business communication for almost 30 years. He has also taught writing workshops for the NCDNR and for a variety of business and industry clients.

Visit the Forestry Issues Forum web page to learn about upcoming teleconferences:
www.ncsu.edu/feop

Teleconference Registration

Writing Skills for Forestry Professionals
March 14, 2007

Registration Deadline - Mar. 7, 2007

On-line registration with credit card:
www.ncsu.edu/feop/forum/forumlist.html

Please indicate preferred site. check only one:

- Alleghany High School (Sparta)
- Brunswick Community College (Leland)
- Elizabeth City State University (Elizabeth City)
- Gateway Technology Center (Rocky Mount)
- Montgomery Community College (Troy)
- Mountain Horticultural Res. & Extn. Center (Fletcher)
- NC State University (Raleigh)
- UNC-Pembroke (Pembroke)
- Vernon James Research & Extn. Ctr. (Plymouth)
- Western Carolina University (Cullowhee)
- Winston-Salem State University

Check the fee that applies:

- Early Registration: fee paid on or before Mar. 7, 2007- \$35.00
- Late Registration: fee paid after Mar. 7, 2007 - \$45.00

Name above (one person per form, please)

Organization

Address

City/State/Zip code

Phone

Fax

Email

MasterCard or Visa card number

Expiration date

3 digit verification number - back of card

Credit card billing address if different from above.

Mail or fax registration to:
NCSU - FEOP
Campus Box 8003, Raleigh, NC 27695-8003
Phone: 919-515-9563 Fax: 919-515-6883

2006-2007+ Forestry Issues Forum

Video-conference Series

www.ncsu.edu/feop/forum/forumlist.html

- Mar. 14, 2007: Writing Skills for Forestry Professionals
- Apr. 11, 2007: Urban Tree Ordinance Update
- May 9, 2007: The New NC Forestry BMP Manual
- June 13, 2007: Update on Forestry Incentive Programs
- Sept.12, 2007: Hardwood Tree Planting



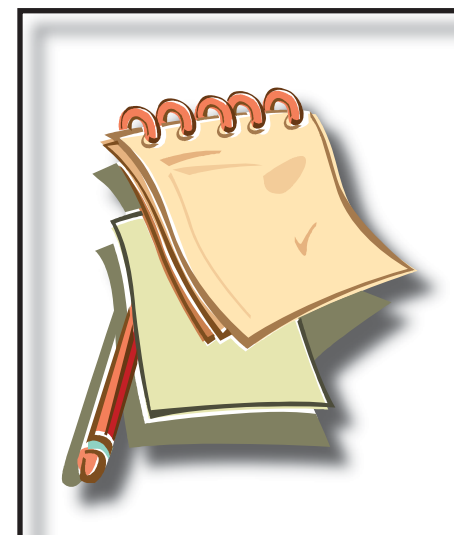
A special thanks to all of our remote site hosts for assisting with this season's teleconference series:

Marilynn Anselmi, Director Gateway Tech. Ctr.
Toby Bost, Forsyth Co. Extension Agent
Travis Burke, Pasquotank Co. Extension Agent
Brion Capo, New Hanover Co. Extension Agent
Brian Clark, Horry-Georgetown Technical College
Everett Davis, Randolph Co. Extension Agent
David Isner, Alleghany Co. Extension Agent
Charles Moore, Fletcher Co. CES Volunteer
Lane Poole, Montgomery Co. CES Volunteer
Jeff Seiler, Jackson Co. Extension Agent
Frank Winslow, Washington Co. Extension Agent



**Forestry and Environmental Outreach Program
NC State University
Campus Box 8003
Raleigh, NC 27695-8003**

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Forestry Issues Forum
Video-conference**

***Accreditation:
SAF CFE 3 hours Category 1***

NC STATE UNIVERSITY