

# The write stuff

By **MICHAEL BERGER**  
For the Report

When helping put together *the Chamber Report*, I discovered that writing is very much an essential skill. From trying to communicate your point clearly, to spelling words correctly and using good grammar, to ensuring the article is a specific length, to making sure it's done by deadline date, there's a lot involved in writing. But just as many other Workplace Essential Skills seem straight forward on the surface, writing also goes beyond the expected.

In the workplace, writing consists of writing texts (say, a report) or writing in documents (for example, filling in forms). Additionally, there is a great deal of non-paper-based writ-

ing (typing an email on a computer).

Writing is used frequently to organize, record or document ideas and information. It's used to inform or persuade. You might request information or justify a request when you write. Finally, writing is used to present an analysis or comparison. There's a lot that goes into writing.

With the advent of the computer, the skill of writing is necessary for many employees. No longer can they dictate their thoughts to a secretary to put into some semblance of order. Nearly everyone is expected to write, and write well. Luckily, most computer programs have spell check; you can also review grammar with a number of them. However, if you don't understand proper spelling or grammar, you don't always choose the right "correction" to your writing.

Writing is an important part of the modern workplace. Need help with your writing? As part of the Workplace Essential Skills project in Chilliwack, we're looking to help people by offering free training and support in improving all workplace essential skills. One of our goals with the Chilliwack WES project is to provide a network of businesses interested in WES training for employees. If that sounds like you or your business, give me a call.

► For more information on this topic, or to become involved in the WES project, please call me at 604-795-0025 x2434 or email michaelb@chilliwacklearning.com. HRSDC has provided funding for the WES project in Chilliwack.

## CHILLIWACK'S

# WOMEN *of excellence*

CONFERENCE

**Saturday, March 28 • 10am - 4pm**

Chilliwack Alliance Church, 8700 Young Road

Join us for a fun-filled, learning-packed day with informative speakers, networking opportunities, exhibitors, door prizes, goodie bags, a scrumptious lunch and fun fashion show!

**GET YOUR TICKETS EARLY!**

**\$45 Chamber Members**  
**\$55 Non Members**

ONLY 200 AVAILABLE

Chamber of Commerce:  
45677 1st Ave  
604-793-4323

Chilliwack Times:  
45951 Trethewey Ave  
604-792-9117

Purchase online: [www.chilliwackchamber.com](http://www.chilliwackchamber.com)

Speakers:



**Pam Paquet**  
Keynote speaker on relating with the generations in your family



**Etta Richmond**  
Investing for Women



**Tanja Shaw**  
Fitness & Health

Brought to you by:



When you've got friends & family visiting...

Call us first!



BY CHOICE HOTELS

604-858-0636 • 45405 Luckakuck Way

CHAINLINK FENCE • CEDAR FENCE • VINYL FENCE • GARDEN SHEDS • DECKS  
DO-IT-YOURSELF SUPPLIES FOR CHAINLINK AND WOOD • PRESTAINING AVAILABLE



COMMERCIAL • RESIDENTIAL • AGRICULTURAL

Andy Neels  
Owner

Tel: 604-794-3181 Fax: 604-794-3149  
50231 Castleman Rd. Chilliwack, BC V2P 6H4  
[agfencing@caylix.com](mailto:agfencing@caylix.com)



**A name you can trust.**

**Membership Services**  
**Insurance • Travel**

Call 604-824-2720  
Visit 45428 Luckakuck Way  
Click [www.bcaa.com](http://www.bcaa.com)



Relax. We've got it covered.

## BUNY'S N' BUGS

Your Independent  
VW Parts Store  
& Repair Facility.

**Wholesale Parts**

604-795-2869 • 44344 #C Yale Rd. West



**Kathy French**  
(owner / operator)

"Now on the corner of  
South Sumas & Vedder"

On Vedder

604-824-9121

[www.thatflowershop.ca](http://www.thatflowershop.ca) 6385 Unit C Vedder Road

*Feeling vulnerable?*

In these difficult economic times, you need someone looking out for you and your interests. Our thorough and skilled lawyers can provide you with the peace of mind you've been longing for.



201, 45793 Luckakuck Way, Chilliwack, BC V2R 5S3 T 604.824.7777  
304, 20338 - 65th Avenue, Langley, BC V2Y 2X3 T 604.533.2300  
[www.waterstonelaw.com](http://www.waterstonelaw.com) info@waterstonelaw.com

## WAGNER APPLIANCES LTD.

Maytag • Whirlpool  
Amana • Bosch  
GE • Jenn-Air

45855 1st Avenue

Sales: 604-792-8061

Parts & Service: 604-792-4744

Mark Blessin - Sales Manager

09096752

**FREE bartending services**

On The Rocks



**Dawn & Kevin Peters**  
604-795-3196

[ontherocksbartending@shaw.ca](mailto:ontherocksbartending@shaw.ca)

02038395

## Aromatica

Fine Teas & Soaps

A destination boutique specializing in:

- Premium loose leaf teas and herbals
- Teapots and accessories
- Hand-crafted Castile soap (we make them ourselves!)
- Natural skin care essentials • Handcrafted silver jewellery

Wholesale & Retail

1015 Young Rd. North Phone & Fax: 604.703.1178  
(At Minter's Country Garden Ltd.) Website: [www.myaromatica.com](http://www.myaromatica.com)

09099049