

Accounting for Language

Presented by

CMA Ontario Professional Development Institute and LEAP

Our Accounting for Language workshops are designed for Accounting Professionals whose first language is not English. This Communicative Competency Workshop Series will provide CMAs with enhanced language skills to ensure competitive advantage in the work place in pronunciation, speaking, writing and reading.

Programs will run from 11:30 am – 1:30 pm and include lunch. We also have two special evening sessions of Improving Reading Speed and Comprehension taking place on April 8 and May 6 from 5:30 pm – 7:30 pm.

PRONUNCIATION

Tuesday, March 30, or Tuesday, April 27, 2010

Word Stress

Word stress errors lead to misunderstandings and pull listeners' attention away from your message. This workshop will teach you how to place word stress accurately so you can communicate your ideas more successfully.

Tuesday, April 13, or Tuesday, May 11, 2010

Sentence Focus

Misplaced emphasis causes listeners to focus on the wrong information. This workshop shows you how to use emphasis, phrasing and pausing to get your message across more clearly.

SPEAKING

Tuesday, April 6, or Tuesday, May 4, 2010

Simplify Information

Getting your message across to your audience is key to your success as an accountant no matter how much background that audience has in financial world. This workshop provides effective strategies for explaining information at a level that matches your audience's accounting knowledge.

Tuesday, April 20, or Tuesday, May 18, 2010

Speak Persuasively

It's one thing to have a great idea. It's another to get buy-in for that idea from stakeholders especially when your idea requires a change in the status quo. This workshop gives powerful, confidence-building speaking strategies that will increase the credibility you need with your audience to make change happen.

WORKSHOP INSTRUCTORS

Dan Johns, Hon. B.A., Cert. TESL

Program Manager

Dan Johns holds a Bachelor of Arts in Linguistics and Cognitive Science from the University of Toronto. He is a TESL certified English language professional with over 10 years in the field of language education. Dan has helped many working professionals improve their business communication skills both in Canada and overseas. Employees from companies including CTV/Globe Media, Johnson & Johnson and ColgatePalmolive have benefited from his instruction.

Sara Anderson, B.A., B.Ed., M.Ed., Cert. TESL

Instructional Designer

Sara Anderson holds a Bachelor of Arts in Linguistics from McGill University, a Bachelor of Education, specializing in Second Language Education, from the University of Toronto, and a Master of Education from the Ontario Institute for Studies in Education (UofT). She is a TESL certified English language professional with over 15 years in the field of language education. Sara draws on experience from both corporate and academic arenas and has helped many new Canadian employees and executives from top companies including IBM, BMO, Heinz and Telus.

WRITING

Thursday, April 1, or Thursday, April 29, 2010

Common Errors

Small grammatical errors can have a big impact on the professionalism of a document. This workshop will improve your self-editing abilities so you can identify and correct the most common grammatical errors that distract readers from the content of your documents.

Thursday, April 15, or Thursday, May 13, 2010

Persuasion

Asking readers to take advice or adopt recommendations is an essential skill in accounting. This workshop will teach you concrete strategies so you can write with credibility, authority and expertise. Bring in a sample document that you would like to re-work to convey a more convincing and inspiring message.

Thursday, April 22, or Thursday, May 20, 2010

Writing with Economy

Your message can get lost in awkward, unnecessarily complex sentences. Readers need you to get to the point quickly and clearly. This workshop focuses on grammar based strategies that will help you write with greater economy and clarity.

READING

Thursday, April 8, or Thursday, May 6, 2010

Improving Reading Speed and Comprehension (Reading Skills for the Case Exam)

In situations where you need to process a lot of written material quickly, such as in the case exam, effective reading strategies like skimming and scanning are essential for increasing your efficiency. Learn how to use these tools to increase your reading speed and improve your comprehension.

EVENING SESSIONS

We will be offering the Improving Reading Speed and Comprehension program on Thursday, April 8 and Thursday, May 6, 2010 from 5:30 – 7:30 pm. This evening version of the course will include a light dinner.

Testimonial:

"I just wanted to let you know that I passed the CMA case exam with an 81%. I believe my grade is a reflection of the effort and the progress you (LEAP) helped me achieve."



**Certified
Management
Accountants**

www.cmaontario.org

Registration Form

Date(s)	Topic	<input checked="" type="checkbox"/>	Member	Non-Member
PRONUNCIATION – Tuesdays, 11:30 am – 1:30 pm				
March 30	Word Stress		\$110.00	\$125.00
April 27	Word Stress		\$110.00	\$125.00
April 13	Sentence Focus		\$110.00	\$125.00
May 11	Sentence Focus		\$110.00	\$125.00
SPEAKING – Tuesdays, 11:30 am – 1:30 pm				
April 6	Simplify Information		\$110.00	\$125.00
May 4	Simplify Information		\$110.00	\$125.00
April 20	Speak Persuasively		\$110.00	\$125.00
May 18	Speak Persuasively		\$110.00	\$125.00
WRITING – Thursdays, 11:30 am – 1:30 pm				
April 1	Common Errors		\$110.00	\$125.00
April 29	Common Errors		\$110.00	\$125.00
April 22	Writing with Economy		\$110.00	\$125.00
May 20	Writing with Economy		\$110.00	\$125.00
April 15	Persuasion		\$110.00	\$125.00
May 13	Persuasion		\$110.00	\$125.00
READING – Thursdays, 11:30 am – 1:30 pm				
April 8	Improving Reading Speed and Comprehension		\$110.00	\$125.00
May 6	Improving Reading Speed and Comprehension		\$110.00	\$125.00
READING – Thursday Evenings, 5:30 – 7:30 pm				
April 8	Improving Reading Speed and Comprehension		\$110.00	\$125.00
May 6	Improving Reading Speed and Comprehension		\$110.00	\$125.00
PACKAGE				
<i>Register for 5 or more sessions and the rates will be reduced to \$99 for members and \$112.50 for non-members.</i>				
			Sub-total \$	
			GST (5%) \$	
			TOTAL \$	

PAYMENT

Name _____ Member No. _____
 Credit Card # (Visa/MasterCard) _____ Expiry Date (MM/YY) _____
 Signature _____

DIETARY RESTRICTIONS

Do you have any dietary restrictions? No Yes

If yes, please indicate: _____

If paying by cheque, please mail the cheque, payable to CMA Ontario, and this form to the address below.
 If paying by credit card, you may submit this form by fax to 416-977-6079 or by mail to the address below.

FORWARD REGISTRATION FORM TO:

Continuing Education Co-ordinator
 CMA Ontario, 25 York Street, Suite 1100, Toronto, Ontario M5J 2V5
 Fax: 416-977-6079

An administration fee of \$25.00 (plus applicable taxes) will apply for 1 day cancellations.
 No refunds for cancellations within one week of workshop date. Substitutions accepted at no charge.