

Contract with **Write Words Inc.** for all your training, writing services, coaching, and distance learning!

Vendor Information

Company: Write Words Inc.
7205 A Martin Way E, #83, Olympia, WA 98516-5535
Primary NAIC: 541611, 541612, 611430, 711510
DUNS: 781405097
CAGE: 5CS19
Small Business established in 1991 as sole proprietorship, incorporated in 2007
Washington State UBI: 602656085
VAOSB: WDVA# 517BCA17
URL: <http://www.writewordsusa.com>

Contact Information

CEO: Dr. Sharon Bridwell, USNR (Retired)
Phone: 360.456.3873
Fax: 360-456-3873
Email: director@writewordsusa.com
Cell: 360.350.3034
CAO: Dwain Wheeler, USAF (Retired)
Phone: 360.264.4539
Email: admin@writewordsusa.com
Training Specialist: Virginia Given, USAF (Retired)
Phone: 360.491.0185

Half Day to 1-Day Training

- Business Writing
- Editing Skills
- Electronic Messaging (Email, TM, IM)
- Proofreading Skills
- Grammar Review Part 1
- Grammar Review Part 2
- Making Great Writers
- Presentation: Basic Delivery Techniques
- Presentation: Polishing Your Delivery Skills
- Punctuation Skills Part 1
- Punctuation Skills Part 2
- Technical Editing Techniques
- Technical Proofreading Techniques
- Writing Documents in Plain Talk
- Writing Skills

Free Computer Lab provided if class in WA State!

2- to 3-Day Training

- Editing and Proofreading Skills
- Effective Writing to Colleagues and Customers
- English Grammar Review
- Grant Writing
- Naval Correspondence Manual Training and Contemporary Navy Writing
- Punctuation Skills
- Technical Editing and Proofreading Techniques
- Technical Report Writing
- Train-the-Trainer: Mastering Training Techniques
- Training: Designing Effective Training Programs
- Writing Manuals: Paper, Electronic, Online with Writing Team and Maintenance Training
- Writing Skills: AP Format vs. Gregg Reference

Free Computer Lab provided if class in WA State!

Writing Services: Writing, Editing, Proofing, Rewriting

Plain Talk Email, Memos, Letters, Notices
News Releases, Ads, E-zines, Web pages
Policy, Procedures, Tasks, Instructions
Legal Writing into Plain Language
Grants, Contracts, Contract Amendments
PowerPoint Presentations
Manuals: Info, Training, Technical, Field
Justification/Recommendation Reports
Proposals and Request for Proposal Reports
Research/Development Study Reports

Brochures, Flyers, Promotions
Talking Points, Decision Papers, Point Papers
Curriculum, Presentations, Speeches
Legislative Proposals into Plain Language
Memorandums of Understanding
Job Descriptions and Notices
Feasibility Reports, Investigative Reports
Information Reports, Progress Reports
Periodic/Operational Status Reports
Compliance Reports, Laboratory Reports

Let us know if you need your documents translated into other languages—we can help!

Coaching

We provide one-on-one and group coaching for:

- Executive and middle managers
- Writing specialists, scientists, and researchers
- Writing teams for manuals, curriculum, policies, procedures, and tasks
- Individuals needing help with presentation skills
- Police, firefighters, elected judicial officials, and associated legal groups within retreat or conference settings
- Municipal groups preparing for promotional exams
- Conference breakout groups
- Business, Technical, Commercial, and Personal Writing to include fiction and nonfiction
- Academic Writing: but only to edit or proof—we won't do your assignments for you

Online Distance Learning

Write Words has begun to develop a two-track, distance-learning program for business and technical writers.

We are making each of our most popular courses available in 10-week packages with a coach at a flat fee.

Participants listen to and view class sessions, complete the assignments on time, and pass by proving competency in their course work. They may also opt to receive Continuing Education Credits (CEUs) for their work.

Participants may want to work toward either a Business or Technical Writing Certification Program through Write Words.

Contact Dwain Wheeler at admin@writewordsusa.com

Satisfied Customers—Short List

Federal and State Clients

Department of the Navy, HR Service Center, SW
Naval Supply Systems Command, FISC
U.S. GSA through Pierce College
U.S. Fish and Wildlife Service
Washington State Department of Personnel/DSD
Washington State Department of Ecology
Washington State Department of Licensing
Washington State Department of Social and Health Services
Washington State Department of Health
Washington State Department of Labor and Industry including Capstone Program
Washington State Department of Transportation
Washington State Health Care Authority
Washington State Gambling Commission
Washington State Department of Retirement Systems
Washington State Community Trade and Economic Development
Washington State Utilities & Transportation Commission

Municipals and Other Groups

City of Bellingham
City of Tacoma Power
Pierce County Auditor's Office
Kitsap County Training
Whatcom County
Snohomish County Planning & Development
Washington Office of Insurance Commissioner
Washington Association of Community & Health Centers
Board of Industrial Insurance Appeals
Clark County Community Development
Washington State Board for Community & Technical Colleges
Oregon Metro
Pierce Business College
Washington State Main Street Programs: Auburn
Bainbridge Island, Ellensburg, Kennewick, Port Townsend, Puyallup, Walla Walla, and Wenatchee

We Promise To:

- Train your employees with this goal in mind: write in such a way as to bring no harm to your organization, no harm to yourself, no harm to other groups, and no harm to the environment.
- Help you produce documents that your customers can read and understand on first reading.
- Meet the writing mandates of the U.S. Congressional Plain Writing Act of 2010.
- Provide effective, updated writing, trainer, and presentation courses, coaching, and writing services.
- Use our team's 25 years of experience in federal and state contracts to be responsive and responsible in delivery of services.
- Provide all our services at reasonable cost with option to customize to better meet your needs.