

COMMUNICATION

CHINESE CALLIGRAPHY

FEE: \$49

In addition to written communication, Chinese calligraphy also is an art form, and this class will allow students to develop a greater appreciation of its various styles. Chinese characters are all derived from approximately 200 pictographs and ideographs that can be quite logical and easy to remember. Students will learn to read and create simple Chinese characters, then combine characters to communicate complex ideas. No senior discount.

ART E55-31, ETHS, 4 Tue., 5/13, 8-9 pm

CRN 50442

YOU'RE ON THE AIR

FEE: \$50

(How to Really Make It in Voice-Overs)

With such notable talents as James Earl Jones, Linda Hunt, and Donald Sutherland lending their voices to commercials, films and videos, you might think it next to impossible to break into this field. Not so! Discover in this course how to break into the field of voice-overs. You'll gain tips on how to improve your voice, market yourself competitively, and actually turn voice-over work into a thriving full- or part-time business. The instructor, Dan Levine, a commercial producer and Tony Award-nominated Broadway composer, has taught this course around the country. Many of his students can be heard on the air doing commercials, talk shows, and traffic reports. He will discuss the voice-over business as a whole, the numerous opportunities, the incredible income potential, and how to produce the all-important "demo." Step up to the mic and do some practice recording; best of all, you'll hear the results! If you've ever been told you have a great voice, don't miss this course.

COM S24-31, OC/SK, 1 Mon., 6/16, 7-9 pm, Levine

CRN 50233

PROFESSIONAL IMPRESSION - COMMUNICATE LIKE A PRO

FEE: \$50

Are you as courteous and accommodating as you could be in your work environment? Do you have a professional attitude that represents you and your company at its very best? Is your business image helping or hindering your career? Business etiquette takes many forms, starting with basic business protocol to appearance, body language, voice and speech, electronic communications, and telephone skills. Understanding the importance and benefits of professional image will give you and your company a winning edge. Brush up on all aspects of your professional presence and you will accelerate your success. Send the right message to your clients and customers by making your business manners matter. Good etiquette means good business! The instructor, Cathy Emma-Urban, is the president of Voice Power in Business. Fee includes supplementary materials.

COM S61-31, OC/SK, 1 Thu., 6/19, 6-9 pm, Emma-Urban

CRN 50235

TELEPHONE POWER AND THE ART OF VOICE MAIL

FEE: \$50

Are you taking your telephone skills for granted? How effective are you when speaking on the phone? Does your telephone etiquette enhance your business relationships? Telephones, cell phones, voice mail: Turn these communication tools into career power tools. Powerful telephone skills are more important than ever in today's business environment. Many businesses dealings are done solely by phone between people who might never see each other. Proper phone and voice mail techniques will add to your productivity and success. Develop a style that will increase your company's positive image. The instructor, Cathy Emma-Urban, is president and founder of Voice Power in Business. Course fee includes supplementary materials.

COM S65-31, OC/SK, 1 Thu., 7/24, 6-9 pm, Emma-Urban

CRN 50236

THE BUSINESS VOICE THAT SELLS

FEE: \$50

Do you sound as good as you look? Could you be turning people off by the way you speak? Studies show that we form impressions about a person's intelligence, competence, and honesty within the first 30 seconds of meeting them. When professional growth depends on your ability to get people excited about your ideas, concepts, products, or services, your success is greatly determined by your ability to communicate with a strong and effective speaking voice. This course is for business professionals, entrepreneurs, students, managers, trainers, educators, and anyone else who wants to improve and strengthen their communication skills. The instructor, Cathy Emma-Urban, is president of Voice Power in Business. In a supportive environment, you will become aware of common speaking errors and take steps to correct them; refine your telephone and voicemail skills; gain tips to boost your confidence, and learn to use your voice as a powerful tool to achieve your goals. Discover the "sound of success" in this course. Course fee includes supplementary materials and audio practice tape.

COM S25-31, OC/SK, 1 Thu., 5/22, 6-9 pm, Emma-Urban

CRN 50234