

About the Company

Bob Weber founded **Words Done Right** in 2013 after more than 30 years of ministerial experience that included writing newsletters, bulletins, book reviews, curriculum and sermons. Along with an MAR in theology, he possesses a BA in English and an MA in Professional Writing.



Bob Weber
Owner, CEO
Words Done Right, LLC

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Twain, Mark. "Lightning." *Twain Quotes*. Barbara Schmidt. 9 April 1997. Web. 14 March 2013

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The difference between the almost right word & the right word is really a large matter-- it's the difference between the lightning bug and the lightning.

- Mark Twain, Letter to George Bainton, 10/15/1888

Call or email today!

See inside for a special offer.

Words Done Right, LLC

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www.WordsDR.com



Words Done Right, LLC

Providing the Right Words for Your Ideas



**Documents, Media
Writing, and Speeches
for Your Business
Needs**

**Public Speaking
Classes and English
Tutoring for Your
Educational Needs**

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Words Done Right, LLC

The Three Branches of **Words Done Right, LLC**

- THE WRITTEN WORD: brochures, flyers, newsletters, reports, press releases
- THE SPOKEN WORD: speeches for many occasions, public speaking classes
- LEARNING THE WORD: writing, grammar, and SAT verbal skills

Your documents reflect your business. Do they exude professionalism? Do they say exactly what you want to communicate? Our writing service tailors your documents to your audience, your message, and your satisfaction.

Comprehensive Writing Services

Our goal is to offer a broad range of services to assist you in communicating the message of your company. In writing documents and speeches for your business we will maximize your ideas to create a clear, concise, and comprehensible message that resonates with your clients. Clarity, brevity, and precision guide our writing process from draft to final document.

THE WRITTEN WORD

Writing documents can consume a lot of valuable time in a business, but they are still an essential means of representing the company. Since we do the writing, you gain that time back for other business matters,

and you gain the experience our writers have for producing great communication. Our professional writing service provides



a wide range of documents: brochures, flyers, advertisements, press releases, and many more. Whether you need to communicate with employees or customers we insure they understand your message.

The only time we'll need from you is the time to consult with us throughout the process of writing and reviewing your documents.

THE SPOKEN WORD

Business people give speeches more often than politicians. It is a myth that someone in business can communicate solely by e-mails, letters, or some other media without speaking to a group. Preparing a speech is also another drain on the time needed for other matters. Our speechwriting service can help by providing quality speeches you need to impress the members of your business community.



We also offer Public Speaking classes to help you gain confidence and poise in front of an audience. Although we don't teach you how to use Powerpoint, our classes prepare you for a presentation in any setting.

LEARNING THE WORD

Our specialty is tutoring students to take the verbal portion of the Scholastic Aptitude Test for college entrance, but we have found that the need goes deeper than test-taking techniques. Consequently we also offer a more comprehensive approach to learning the basics of grammar and writing. We only offer one-on-one tutoring during the year, but watch our web site for special summer programs and group classes.

Mini-FAQs

- **Why use a professional writer?** Writers know how to communicate ideas effectively and clearly.
- **How long do you need to prepare a speech?** About two weeks depending on the length and content. A speech demands a great deal of research and consultation.
- **How long is your Public Speaking class?** Seven sessions of 1 1/2 hours each.
- **What ages do you tutor?** I have tutored ESL, grammar, writing and SAT Verbal skills to all ages, children and adults.
- **Do I need to come to your office?** No. Call or e-mail and we'll set up a time and place for our first consultation.

Call or e-mail today!

Name the three branches of our company and get 10% off our consultation fee.