



# Writing Skills Workshop

Tuesday, April 21, 2020 - 8:45 a.m. - 3:00 p.m.

Good writing and good presenting can be likened to a good set of plans for road or bridge construction. Good writing and presenting are essential for communicating your intentions and ideas effectively, just like good plans are essential for the successful construction of roads and bridges. Being successful in writing and presenting depends upon knowing, applying, and modulating underlying communication principles. Sharpen your pencils! The April 21st workshop will help you identify the keys for clear and concise writing. And, you will get a chance to put these principles into practice.

## Agenda

- 8:30 a.m. Sign-in and continental breakfast
- 8:45 a.m. Writing Sessions
  - Structures: The Grammar, Syntax, and Organization of Paragraphs, Sentences, and Arguments
  - Structures II: Diagramming as a Diagnostic Tool
  - Design Requirements: An Overview of Basic Document Structures, A Quick Look at Reports and Proposals, and a Closer Look at Correspondence
  - Lunch (provided)
  - Writing Sessions, cont'd
- 3:00 p.m. Adjourn

## Registration\*

Fee: \$55

Register at <http://ctt.nonprofitsoapbox.com/2020wps>.

Questions? E-mail [ctt@mtu.edu](mailto:ctt@mtu.edu).

*\* Required for fulfillment of continuing education. The Center for Technology & Training's (CTT) continuing education policy is available at [ctt.mtu.edu/ContinuingEducation](http://ctt.mtu.edu/ContinuingEducation).*

*No-shows or cancellations within three business days of the session will be charged the full registration fee. Substitutions will be accepted.*

Visit [ctt.mtu.edu/training](http://ctt.mtu.edu/training) for more opportunities

## Location

Horizons Conference Center  
6200 State Street  
Saginaw, Michigan 48603

## Presenters

**Victoria Sage**, MS, is a technical writer at the Center for Technology & Training, where she teaches at writing and presentation skills workshops; conducts trainings in developing bridge asset management plans; and writes, edits, reviews, and designs technical documentation and marketing materials. She has taught university courses in composition and journalism, and has extensive professional experience in technical and outreach communication. Sage holds a Master of Science in Rhetoric and Technical Communication as well as a Bachelor of Science in Scientific and Technical Communication from Michigan Technological University.

## What to bring?

- ✓ Regular pencil
- ✓ Laptop or device to do online quizzes/assessments
- ✓ Writing or presentation samples (*optional*)
- ✓ Device with Microsoft Office (*optional*; only necessary if you prefer to draft exercises digitally)



Michigan's  
Local Technical  
Assistance Program

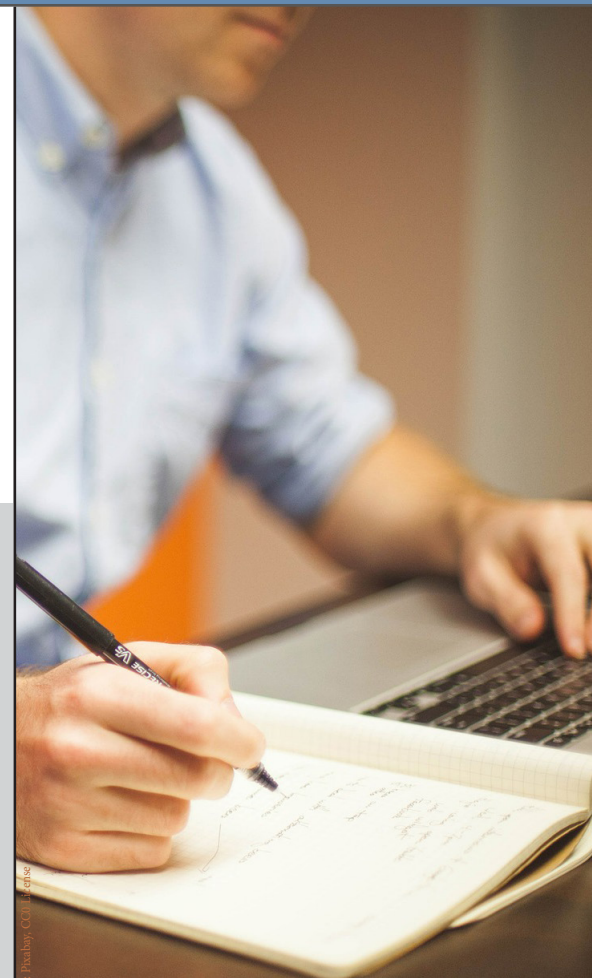


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