



Writing & Presentation Skills Workshop

Thursday, February 21, 2019 - 8:00 a.m. - 3:00 p.m.

Training topics for this workshop include:

- Why English is So Much Fun
- First Structures: Paragraphs & Paragraphing
- Design Requirements: A Look at Basic Document Types
- Structures: Arguments, Paragraphs, & Sentences
- Say What You Want: Powerful Presentations for Your Audience

Agenda

- 7:45 a.m. Sign-in and continental breakfast
- 8:00 a.m. Workshop sessions
 - Lunch (provided)
- 3:00 p.m. Adjourn

What to bring?

- ✓ Laptop with Microsoft Office to use in class

Optional items:

- ✓ Writing samples (proposals, reports, memos, e-mails, etc.)
- ✓ Presentations you have done (notes, slides, etc.)

Registration*

Fee: \$45

Register [online](http://ctt.nonprofitsoapbox.com/2019wps) at <http://ctt.nonprofitsoapbox.com/2019wps>

Questions? E-mail 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.*

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

Location

Quality Suites
901 Delta Commerce Drive
Lansing, Michigan 48917

Presenters

Victoria Sage, MS, is a technical writer at the Center for Technology & Training, where she writes, edits, reviews, and designs technical documentation and marketing materials for the Michigan Local Technical Assistance Program. She has extensive professional experience in technical and outreach communication and has been a teacher of record for university-level courses in composition and journalism. 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.

