



Writing & Presentation Skills

WEBINARS: **April 2021** – 9:00 a.m. - 12:00 noon ET (for all listed webinars)

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!

Writing Skills: Structures – April 13 & 15 \$30 (two-day webinar)

This two-day webinar series will dive into diagramming sentences and arguments, constructing paragraphs and reports, and structuring persuasive letters and board reports. Prep work and homework required.

Writing Skills: Clear & Concise Sentences – April 20 \$20

This webinar will pick apart sentences using ten strategies for writing clear and concise sentences. Prep work required.

Presentation Skills – April 22 \$20

The presentation skills webinar goes through drafting presentations, slide design, and vocal delivery. Bring your board report from *Writing Skills: Structures* or another short document that you would like to use for drafting a sample presentation. Prep work required.

Registration*

Fee: see above

Register at ctt.mtu.edu/training or using links, above.

Questions? E-mail ctt@mtu.edu.

* Required for fulfillment of continuing education (Center for Technology & Training policy: ctt.mtu.edu/ContinuingEducation). No-shows/cancellations within three business days of the event are charged the full registration fee; substitutions accepted. Accommodation requests related to a disability should be made by ten business days prior to the event to ctt@mtu.edu. Michigan Technological University is an Equal Opportunity Educational Institution/Equal Opportunity Employer that provides equal opportunity for all, including protected veterans and individuals with disabilities.

Visit ctt.mtu.edu/training for more opportunities

Presenters

Victoria Sage, MS, is a technical writer at the Center for Technology & Training, where she teaches at writing and presentation skills workshops as well as bridge asset management plan workshops. She also 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.

Sarah Lindbeck, BA, is a technical writing intern at the Center for Technology & Training. She writes articles for *The Bridge* newsletter and assists in developing training and marketing materials. Lindbeck holds a Bachelor of Arts in Scientific and Technical Communication from Michigan Technological University and is accepted in the Master of Business Administration program for Fall 2020. She joins the Writing & Presentation Skills training to teach slide design.

