



**VIRTUAL  
WORKSHOPS**

# WRITING & PRESENTATION SKILLS

## **STRUCTURES**



March 29 & 31

8 AM - 12 Noon ET

Dive into the structures that create sentences and arguments, construct paragraphs and reports, and build persuasive letters and board reports. Prep and homework required.

## **CLEAR & CONCISE**

### **SENTENCES**



April 5

8 AM - 12 Noon ET

Discover and apply ten strategies for writing clear and concise sentences. Prep work required.

## **PRESENTATION SKILLS**



April 7

8 AM - 12 Noon ET

Learn how to draft a presentation, design slides, and tips and tricks for delivering a presentation to an audience. Prep work required: bring your *Writing Skills: Structures* board report or another short document to transform into a presentation.

## **REGISTRATION**

Structures: \$30/per person

Clear & Concise Sentences: \$20/per person

Presentation Skills: \$20/per person

Register [here](#) or click on events above for individual registration links.

Questions? Email [ctt@mtu.edu](mailto:ctt@mtu.edu).

## **PRESENTER:**

Victoria S. Kaplewski is a technical writer at the Center for Technology & Training. Kaplewski writes, edits, reviews & designs technical documentation for the CTT and serves as its editor for *The Bridge* newsletter. She has taught university courses in composition and journalism. Kaplewski holds a Master of Science in Rhetoric & Technical Communication.