





# 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.



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

<u>Structures</u>: \$30/per person <u>Clear & Concise Sentences</u>: \$20/per

<u>Presentation Skills</u>: \$20/per person

Register <u>here</u> or click on events above for individual registration links.

Questions? Email 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.

Registration 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 <a href="mailto:ctt@mtu.edu">ctt@mtu.edu</a>. Michigan Tech is an EOE that provides equal opportunity for all, including protected veterans and individuals with disabilities.