

# WRITING & PRESENTATION SKILLS

## Virtual Workshops for Local Agencies

**Note:** Keep an eye out for any pre-event materials that need to be completed. These will become available about a week prior to the event.

### WRITING SKILLS: STRUCTURES

Dive into diagramming sentences and arguments, constructing paragraphs and reports, and structuring persuasive letters and board reports.



**Event Dates :** June 6 - 7, 2023

**Event Time :** 9:00 AM - 12:00 PM (ET) **Both Days**

**Event Cost :** \$60 per person

**Registration Deadline :** May 26, 2023

### PRESENTATION SKILLS

Work on drafting presentations, slide design, and vocal delivery.



**Event Date :** June 13, 2023

**Event Time :** 9:00 AM - 12:00 PM (ET)

**Event Cost :** \$30 per person

**Registration Deadline :** June 5, 2023

## OUR INSTRUCTOR

Victoria Kaplewski, MS, is a technical writer at the Center for Technology & Training, where she teaches writing and presentation skills workshops and bridge asset management plan workshops, and serves as editor of *The Bridge* newsletter. She also writes, edits, and reviews technical documentation, proposals, and reports. She has taught university-level writing courses, and has extensive experience in technical and outreach/marketing communication.

## QUESTIONS?

Email [ctt@mtu.edu](mailto:ctt@mtu.edu) for more information!

*Registration is required for fulfillment of continuing education. Read the Center for Technology & Training policy [here](#).*

No-shows/cancellations within three business days of the event are charged the full registration fee; substitutions accepted

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. *Accommodation requests related to a disability should be made at least ten business days prior to the event by emailing [ctt@mtu.edu](mailto:ctt@mtu.edu).*



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