

WORKPLACE WRITING & PRESENTATION SKILLS

For Local Agencies

EVENT DESCRIPTION

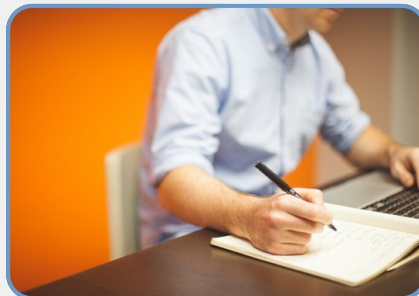
This fast-paced 8-week active-learning workshop equips participants with strategies for improving their workplace writing and presentations. Participants will learn to:

- analyze their own sentences.
- spot common sentence errors.
- write persuasive and convincing paragraphs.
- craft business letters and responses to complaints.
- create more engaging board reports.
- prepare and deliver eye-catching and impactful presentations.

Participants may choose which sessions to attend.

Intended Audience

- Engineers
- Engineer-managers
- Managing directors of local road-owning agencies



OUR INSTRUCTOR

Victoria Kaplewski, MS, is a technical writer at the Center for Technology & Training. She serves as editor of The Bridge newsletter; writes, edits, and reviews documents; and teaches asset management plan workshops. She has taught university-level writing courses, and has extensive experience in technical and outreach/marketing communication.

QUESTIONS?

Email ctt@mtu.edu

Register at

<https://ctt.secure.nonprofitsoapbox.com/2025writingpresentationskills>

to attend any or all of the sessions below.

Cost: \$80 per person (cost covers any or all of the sessions)

Registration Deadline: January 5, 2025

Parts of Speech, Sentences, Clauses, & Phrases

Event Date: January 8, 2025

Event Time: 2:00 PM - 3:00 PM ET

What You'll Need: Your own writing samples and four different colored pens.

Sentence Analytics & Organization

Event Date: January 15, 2025

Event Time: 2:00 PM - 3:00 PM ET

What You'll Need: Your own writing samples and four different colored pens.

Concise & Clear Writing

Event Date: January 22, 2025

Event Time: 2:00 PM - 3:00 PM ET

What You'll Need: Your own writing samples and four different colored pens.

Persuasive Paragraphs | Intros & Conclusions for Writing and Presentations

Event Date: January 29, 2025

Event Time: 2:00 PM - 3:00 PM ET

What You'll Need: Your own writing samples and four different colored pens.

Business Letters & Emails + Responding to Complaints

Event Date: February 5, 2025

Event Time: 2:00 PM - 3:00 PM ET

Board Reports | Review

Event Date: February 19, 2025

Event Time: 2:00 PM - 3:00 PM ET

Presentations: Handouts & Slide Design

Event Date: February 26, 2025

Event Time: 2:00 PM - 3:00 PM ET

What You'll Need: A previous presentation you've created or a board report.

Presentations: Data Design & Delivering Your Message

Event Date: March 5, 2025

Event Time: 2:00 PM - 3:00 PM ET

What You'll Need: A previous presentation you've created or a board report.

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.



Michigan's
Local Technical
Assistance Program



Center for
Technology & Training