

# WORKPLACE WRITING & PRESENTATION SKILLS

## Event Description

This fast-paced 10-week active-learning workshop equips participants with strategies for improving their workplace writing and presentations. Participants will learn to:

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

## Intended Audience

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

## Our Instructor

Victoria Kaplewski, MS

Technical Writer, Center for Technology & Training



Register at <https://ctt.secure.nonprofitsoapbox.com/2026writingpresentationskills>

Cost: \$100 per person (covers any or all of the sessions)

Registration Deadline: January 4, 2026

## Workshop Sessions (each session is from 2:00PM - 3:00PM ET)

*Content is cumulative. However, participants may choose which sessions to attend.*

**January 5, 2026:** Parts of Speech, Sentences, Clauses, & Phrases

**January 12, 2026:** Sentence Analytics & Organization (pre-requisite: session 1)

**January 26, 2026:** Concise & Clear Writing

**February 2, 2026:** Persuasive Paragraphs

**February 9, 2026:** Intros & Conclusions

**February 23, 2026:** Business Letters & Emails + Responding to Complaints

**March 2, 2026:** Board Reports | Review

**March 9, 2026:** Presentations: Structure & Handouts

**March 16, 2026:** Presentations: Slide & Data Design

**March 23, 2026:** Presentations: Delivery

## QUESTIONS?

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

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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