

Technical Writing Workshop

Date: *Friday, May 6, 2011*

Location: *Northwest Community College*

Time: *9 a.m. to 3 p.m.*

Registration deadline: *Friday, April 22*

This one-day workshop is geared to anyone who dreads writing work reports or would like to improve their proposal writing skills. It offers three hours of writing instruction in the morning followed by two hours of interactive learning after lunch and teaches the basics of effective communication through writing, including:

- Writing engaging reports and proposals
- Defining your audience
- Using appropriate language
- Working through writer's block
- Discussion of basic writing composition and sentence structure

This workshop is intended to be interactive and invites requests from participants about specific topics they would like to see covered. Also, participants are encouraged to bring any proposals, reports or other business communications they're working on for editing sessions and instructor feedback.

Cost is \$80 per person and participants can register at the Bulkley Valley Research Centre at 1188 Main Street, 250-847-2827. The recommended text for this workshop is *Impact* (Pearson Prentice Hall), which can be ordered through Interior Stationary for \$64.80 or purchased secondhand online.

This course is designed as a writing-focused compliment to Smithers Community Services Association's Grant Writing Boot Camp on Friday, April 15. For more information, visit www.scsa.ca/programs/volunteer-smithers.

Instructor Amanda Follett has a Bachelor of Journalism and Master of Arts in Communication. She has over 10 years experience working as a journalist, freelance writer and communications specialist. Please email her at info@amandafollett.com with any questions.

