**PPT WRITING WORKSHOP**

**August 28, 2017**

Part I: Talk about writing

1. Tech Writing 101 recap
   1. 3 general steps for a written product: write, proofread, edit
   2. tech writing ≠ creative writing
   3. know the nuances of your document type
   4. make outlines
   5. proofread
   6. repeat
2. Content: what do you write?
3. Process: how do you write?
4. Golden rules
   1. When in doubt, google it. Still in doubt, be consistent.
   2. Brevity is clarity.
   3. There is no good or bad writing; there is only early and revised writing.

Part II: Workshop

1. What’s your point?
   1. **TASK 1**: underline your thesis
      1. Can’t find it? Create it!
2. Search, find, cut
   1. **TASK 2**: search your writing for any of the following words, circle them, and try to cut them:
      1. this, that, it, these, those, them
      2. is, was, were, be, been, being, am, are
3. Passive to Active Voice
   1. **TASK 3**: change passive sentences to active sentences
   2. Bonus task: avoid misplaced modifiers
4. Redundancies
   1. **TASK 4**: Search for redundancies and label with a star. Cut and rearrange as necessary
5. Big Picture Revisions
   1. The Uneven U
   2. OSIE
6. Paragraphs
   1. **TASK 5**: Identify the Uneven U or OSIE in one paragraph and label with numbers 1-5 or letters O, S, I, and E
      1. Can’t find any? Start rewriting paragraphs.
7. Sentence Revisions
   1. **TASK 6**: Highlight the three worst sentences you can find in the document (unclear, too long, messy).
      1. Swap papers with someone nearby and have them rewrite your sentences on a separate piece of paper
8. Final Revisions
   1. **TASK 7**: Read your whole document as a final product paying attention to details, like:
      1. Is everything spelled correctly?
      2. Is there only one space after each period?
      3. Are the page numbers consistent with the Table of Contents?
      4. Are tables, charts, and graphs together on the page they’re listed on in the TOC?
      5. Is your thesis apparent throughout?

