



Individual Improvement

Straight to the Point...Clear and Concise Writing

LC Notebook Tab VI

Agenda

Welcome & Introductions

Grammar Concepts to Remember

Eliminating Wordiness

----- B R E A K (5 min.)-----

Keys to Increased Conciseness and Clarity of Writing

----- B R E A K (5 min.)-----

Review of Writing Tips

Practical Application of Knowledge: 'You Too Can Write a Winning Awards Nomination!'

Wrapup, Evaluation and Adjournment

Objectives. By the end of this session, participants will be able to:

1. Identify ways to eliminate wordiness from their writing
2. Apply techniques to improve clarity of writing
3. Understand qualities required in a successful awards nomination

Workshop facilitated by Marissa Peterfreund

For additional information regarding the workshop and/or materials used for it, please contact the UM Libraries' Learning Curriculum Team at lib-learning@umd.edu.