

WED  
May 3

Click [HERE](#) to register.

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already registered.

**Class size limited to 20!**

#### SCHEDULE

7:30 A.M. – Check-in & b'fast

8:00 A.M. – Program begins  
(includes lunch)

4:00 P.M. – Conclusion

#### ABOUT THE SPEAKER

**Dr. Jan Spyridakis** is Professor in the Department of Human Centered Design & Engineering at the University of Washington. She has a long history of providing high-level instruction both in industry and at the University of Washington. She is the recipient of six teaching and seven research awards.

#### CPDs

Program is good for accruing 7.0 (seven) continuing professional development credits.

**SAVE \$\$! Register by April 3**

## Learn the Critical Elements of Successful Technical Writing *Correct bad habits and reinforce good habits*



All messages fit within a broad communication environment. The large amount of technical information that professionals must consolidate and explain in technical documents requires skills to ensure that the information is understood by the intended audience.

This course explores methods for understanding the communication context, guiding the selection and organization of information, revealing the structural plan for the information, integrating visuals, and communicating with effective sentences and paragraphs.

You will learn the critical elements of technical writing:

- Audience and purpose
- Organizational strategies
- Document design principles (including effective use of graphics)
- Writing and revision methods

#### WHO SHOULD ATTEND

Engineers, scientists, and technical writers and editors who spend much of their time writing, revising, and editing documents will find this workshop useful in honing their technical communication skills.

#### PRAISE FOR THE PROGRAM

- The feedback was phenomenal. I'm actually surprised because I never see our scientists and engineers get that enthusiastic about something.
- Examples and exercises were helpful. Good overall and applicable to my work.
- Covered items we debate about in the office.
- Common errors and mistakes in daily writing were clearly covered.
- Very thorough, and materials given to us were very helpful—especially since we can take handbooks with us.
- Interactive and open discussions.
- I am beginning to write reports and this was great information to get me started.
- Good review of passive (voice) vs. active.

WHERE  
David Evans and Associates  
2100 SW River Parkway  
Portland, OR 97201

- Very informative; good instructor.
- Corrected bad habits and reinforced good habits. Clarified technical questions.
- Topics were spot on to what I deal with at work. Examples that Jan used in discussion and for practice were useful/helpful.
- Definitely made me reconsider how I approach writing.
- Lots of great content; new ways to view old problems.



## SAVE THE DATES!

**May 25** – All Committee (Business) Dinner

**June 21** – Networking Day golf tournament, Langdon Farms



## UPCOMING

- April 23-26 – ACEC National Annual Convention & Legislative Summit, Washington, DC
- May 25 – All Committee (Business) Dinner, Portland
- June 21 – Networking Day golf tournament, Langdon Farms

## ACEC Washington Upcoming Events – ACEC Oregon members receive the member rate!

- March 8 – Lessons for Reducing Risk from Recent Construction Legal Battles
- March 28 – Mentoring Matters: What it Can Do for You and Your Company

## COURTESY ANNOUNCEMENTS

- April 5 – SAME luncheon with Mike Harryman, Oregon's first State Resilience Officer  
RSVP by March 22 at [SAME.PDX.RSVP@gmail.com](mailto:SAME.PDX.RSVP@gmail.com), or call (503) 643-8710 to confirm and prepay with credit card.

Comments? Questions? Please e-mail [mwebber@acecOregon.org](mailto:mwebber@acecOregon.org) or [adavis@acecOregon.org](mailto:adavis@acecOregon.org).

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**Upcoming events:** [http://www.acecoregon.org/calendar\\_list.asp](http://www.acecoregon.org/calendar_list.asp).

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