

**TRW TIME:
OUR THIRD
POWERPOINT
2/3/26**

AGENDA

Housekeeping

Teachable Moments

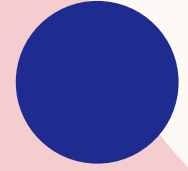
Concise Writing

Final tips & takeaways

Help Time



THE MEMO POST GAME REPORT





**DO NOT SQUISH
YOUR PARAGRAPHS**

**WITHOUT THE
INDENT, SPACE IS
IMPORTANT.**



INDEPENDENT CLAUSE

ANOTHER WAY OF SAYING COMPLETE SENTENCE



DEPENDENT CLAUSE

**NEEDS TO ATTACH
ITSELF TO A
SENTENCE TO
SURVIVE**





DICTION

**WORD USAGE. IN
TRW, IT MEANS
CHOICE.**

SEMICOLONS

This is used to combine independent clauses within the same sentence.

For example:

I have over 25 years of teaching experience; this includes teaching technical writing, composition, and communication.



WHAT ABOUT THE COLON?

- No, not that kind of colon!
- A colon is used after an independent clause to present a list.

Example

Throughout the years, I have taught the following courses: composition, literature, creative writing, speech, journalism, and technical writing.

WATCH OUT FOR THE ABBREVIATIONS

Make sure you spell something out and give the abbreviation after it in parentheses.

One of her specialties is working with disabled patients. With that being said, she has to go beyond ADA standards.

We are discussing a dentist; what is the problem?

TOO MUCH I

- Find ways to rephrase it.
- See if there are ways to switch over to ME or MY.
- Use transitions

I have worked in higher education since 2001. I can have been at a variety of colleges and universities in Northeast Ohio. I also had some administrative duties.

I strongly believe that I am the strongest candidate for this position.

BEING CONCISE

Your ability to communicate effectively will leave a lasting impact on your audience.

Effectively communicating involves not only delivering a message but also delivering content in an efficient manner.



TIME FOR SOME TIPS

Use an active voice

The manager distributed reports.

instead of

The reports were distributed by the manager.

Cut out the clutter:

- Really
- Very
- Month of
- Day of the week
- In this day and age

MORE TRIED AND TRUE TIPS

Eliminate Redundancies: Avoid phrases like "true and accurate" or "each and every"; use one word instead of two.

Avoid Wordy Phrases: Replace phrases with single words (e.g., "due to the fact that" becomes "because").

Remove Nominalizations: Turn noun-heavy phrases into verbs (e.g., "give a description of" becomes "describe").

Avoid Slow Lead-ins: Remove "It is important to note that..."



The End.