

# PHILIP VASSALLO, ED.D.

WRITING MANAGEMENT, DESIGN, INSTRUCTION, AND ASSESSMENT

E-MAIL: PHIL@PHILVASSALLO.COM ♦ OFFICE: 1-732-721-7577 ♦ MOBILE: 1-732-718-3361 ♦ FAX: 1-732-727-7491

WEBSITE: WWW.PHILVASSALLO.COM ♦ BLOG: WORDSONTHELINE.BLOGSPOT.COM

TWEETS: WWW.TWITTER.COM/PHILVASSALLO ♦ REVIEWS: WWW.LINKEDIN.COM/IN/PHILVASSALLO

---

## Writing Fast Under Pressure

- Audience** Professional and technical staff who write a broad range of documents under demanding deadlines within and outside the organization
- Duration** One day
- Description** If you are having a hard time getting started or putting your thoughts together quickly, this workshop will help you improve your output! You will learn to write with a can-do attitude essential to writing success. You will practice the PDQ Writing Process, beginning with techniques to overcome writer's block and procrastination and continuing with the most effective ways to draft and rewrite messages under demanding time constraints. You will examine timeless methods to control your environment, manage your writing tasks, and communicate clearly with your collaborators to make the most of your writing experience.
- Scope**
- Approach any writing situation with a useful strategy
  - Get started with a clear sense of direction—beginning with the end in mind
  - Employ practical time-management techniques for reducing revision time
  - Cultivate a can-do attitude essential to writing fast and well
- Format** This course can be delivered in a paper or computer-assisted format.
- Materials**
- *Writing fast Under Pressure* course manual
  - *How to Write Fast Under Pressure* by Philip Vassallo
- Enrollment** Limited to 12 participants
- Consultant** Philip Vassallo, Ed.D.
- Assessment** Pre-course customized *4S Writing* assessments of participant-submitted samples (add one-half consulting day)