



NYSAFLT

Why writing a good workshop description is important:

- It's your only chance to 'sell' your session – and we want you to have a full house!
- Many school districts use workshop descriptions in determining whether or not to grant in-service credits.
- A thorough description helps participants select the workshops that best meet their needs, thus maximizing their conference time and dollar.

Workshop Description Writing Tips

A workshop description should be as descriptive as possible, stating clearly what topics will be addressed and what participants can expect to learn. Just as we expect from our students, a workshop description should have a clear beginning, middle and end:

Beginning:

- Consider starting your description with a hook question, e.g.: “Do you find yourself struggling to reach all readers in your classroom?” or
- Summarize in a sentence what will happen in your workshop: “Experience how music, both with and without words, can keep your students on task, relaxed, alert, and fully engaged in your class.”

Middle:

- In a few sentences, summarize the key components of your session, e.g.,
 - “Participants will learn how to infuse lessons with music and song and create Standards based activities. Using the Understanding by Design Model, participants will develop authentic assessments across the communicative modes that reprise the interdisciplinary themes in the music.”
 - “The presentation will include demonstrations and audience participatory games and activities.”

Summary:

- If you will have handouts, say so here, e.g., “Participants will receive a packet of materials”
- Summarize, invite and excite your potential workshop attendees: “Bring German alive! Integrate culture and language through technology.”