Key Steps to Writing a Review of Workshops

Step One: Attend the workshop.

- Take careful notes about the workshop: the topic, key points, conclusion
- Get the handouts – did they reinforce the information made in the workshop or were they a rerun of the slides in the presentation?
- Other information that may be necessary in your review: workshop presenter’s name, workshop sponsoring group, location of workshop

Step Two: Can you answer these questions?

- What was the subject and scope of the workshop?
- Who was the intended audience?
- Was there a theme?
- What was your reason for attending the workshop? (This is your thesis statement.)

Step Three: Summarize the content and give the conclusion of the workshop.

- Provide an overview of the workshop -- the main topic and supporting points.
  - Consider including quotes from the slide presentation.
- What were your reactions to the workshop?
  - Was it interesting, memorable, entertaining, instructive? Why?
- Briefly describe what you learned from the workshop. Tie it to your reason for attending.
- Did the presenter give any opinions?
  - What were they?
  - Did you agree or disagree?
- Any issues raised?
  - What were they?
  - Can you relate the workshop topic to larger issues?
- Don’t introduce anything new about the workshop at this point, but do give your reader a reason for wanting to view the workshops.

Step Four: Turning in the assignment --

- Is it typed?
- Have you checked your spelling?
- Are there is a forms to be completed?
- Did you use color in the graphics?
- Did you include any additional information that would make the reader want to read your workbook?

Additional information to include:

- Handouts
- Websites