

TECHNICAL WRITING ESSENTIALS

The Technical Writing course teaches business writers how to prepare letter reports and technical reports about subjects that require technical explanations, diagrams, charts, and jargon understood by technical readers.

The course teaches the technical writer how to present technical information to technical readers so they understand the concepts and can apply them in their work. The course is not intended to explain technical subjects to non-technical readers.

Course Duration

1 Day

Target Audience

All Technical writers or any one need to learn more about technical writing to improve his writing skills

Prerequisite

Basic command of the English language with no serious usage problems.

Course Objectives

By the end of this course the participant will be able to:

Course Contents

- The client and audience
- Objectives and specifications for the technical report
- Methods of selecting information
- Formats for the major types of technical documents
- Presenting technical explanations clearly
- Organizing
- Using guideposts for clarity
- Synthesizing and organizing
- Writing clearly
- Using visual devices
- Complete sample report
- Editing
- Writing concisely
- Format and publishing
- Proofreading