

Documentation Writing Workshop

This 16-hour workshop teaches participants the thinking process behind preparing computer documentation. Participants bring their own on-the-job writing samples to class for immediate application of the principles learned.

Key Objectives

- **Reduce writing time**
- **Select appropriate organizational formats**
- **Organize details**
- **Improve clarity with appropriate word choices and sentence patterns**
- **Eliminate grammatical errors that lead to clarity problems and mar image**
- **Manage the overall project**

Who Should Attend

Anyone who writes hardware or software documentation

Materials/Texts

Participants will receive the texts *E-Writing: 21st-Century Tools for Effective Communication* and, at the client's option, *Writing for Technical Professionals*. (Both texts are written by Dianna Booher and published by Simon & Schuster/Pocket Books and John Wiley & Sons). Consultant-provided handouts and the participants' own writing samples will serve as class exercises.

Class Size

15-20 participants