

Documentation Writing Workshop

This 16-hour documentation writing training workshop teaches participants the thinking process behind preparing computer documentation. Writing workshop participants bring their own on-the-job writing samples to class for immediate application of the documentation writing 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). Additionally, they will receive job-aid cards. Consultant-provided handouts and the participants' own writing samples will serve as class exercises.

Class Size

15-20 participants