

Technical Writing Workshop

Technical writers learn five basic steps in composing effective reports, proposals, and manuals. The length of this technical writing training workshop varies from 16 to 24 hours, depending on the complexity and length of the documents technical writing course participants write on the job and the client's objectives for specific writing tasks.

Key Objectives

- Select appropriate organizational formats that achieve results
- Improve writing clarity
- Reduce writing time
- Condense technical document length to save reader time
- Write authoritatively and persuasively
- Design and use effective visuals
- Draft effective abstracts and executive summaries

Who Should Attend

Engineers, scientists, and IT professionals who write technical reports, manuals, and procedures

Materials/Texts

Participants will receive two books written by Dianna Booher, *E-Writing: 21st-Century Tools for Effective Communication* (Simon & Schuster/Pocket Books) and *Booher's Rules of Business Grammar: 101 Fast and Easy Ways to Correct the Most Common Errors* (McGraw-Hill). Consultant-provided handouts and the participants' own writing samples will serve as class exercises. Job-aid cards are also included.

Class Size

Up to 20 participants