

Technical Writing Workshop

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

Key Objectives

- **Select appropriate organizational formats**
- **Improve clarity**
- **Reduce writing time**
- **Condense document length**
- **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

Depending on client need or preference, participants will receive the text *Writing for Technical Professionals* by Dianna Booher (John Wiley & Sons) or *E-Writing: 21st-Century Tools for Effective Communication* (Simon & Schuster/ Pocket Books) by Dianna Booher. Consultant-provided handouts and the participants' own writing samples will serve as class exercises.

Class Size

15-20 participants