

Technical Writing Workshop

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

Key Objectives

- Select appropriate organizational formats that present technical information clearly and concisely
- Write authoritatively and persuasively when information and data must “tell a story”
- Draft effective abstracts and executive summaries
- Design and use effective visuals to increase comprehension and make key points memorable
- Condense overall document length to save reader time
- Reduce writing time by having a repeatable, systematic writing process

Who Should Attend

Engineers, scientists, and IT professionals who write technical reports, proposals, procedures, and design documents.

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), and a participant manual containing writing samples, along with job-aid cards.

Class Size

Up to 20 participants