



## TECHNICAL WRITING

### Duration

At our public venue: 14 hours (2 days)

In-house: customised to your needs

### Benefits

Technical Writing includes all the elements of **Business Writing Essentials**. It then continues with a series of writing applications and exercises to show you how to apply the 'toolkit' to your own technical documents. Our course will provide you with

- Greater writing confidence
- Time to writing your own technical documents with extensive feedback from our professional writing facilitator
- An interactive workshop using practical exercises, discussions and case studies
- Skill to produce a more professional, reader-friendly technical document

### Program Content

#### Part 1 – Essentials

- Pre- and post-program assessment
- Writing purpose – value to the reader
- Organising your thoughts
- Readability
- Plain English, active or passive voice, grammar
- Structure and layout, including Front-Focus
- Image, language and tone
- Padding and punctuation
- Evaluate documents quantitatively and qualitatively

#### Part 2 – Technical Writing application exercises

- Rewriting your own technical documents by applying the **Essentials**
- 1:1 facilitator feedback
- Mind Mapping as a tool for document planning
- Use of appropriate structures, titles and headings
- Writing for a non-technical audience
- The executive summary
- Writing definitions, instructions and procedures



## Outcome

- Establish your writing purpose and engage your readers
- Improve the clarity and reader-focus of technical documents
- Significantly reduce your writing time
- Write with greater confidence and look more professional
- Use the most appropriate structure and layout
- Write a functional executive summary
- Review and edit technical documents