



Technical Writing (2 Days) ST00026

COURSE GOAL: After defining technical writing, students will learn key aspects, and tips on the research and writing process; types of writing from e-mails to formal proposals and graphic design.

Prerequisites: None

LEARNING OBJECTIVES: Students will learn to:

Write more effectively

- Research topics for technical information
- Technical writing process
- Types of technical writing
- Technical writing skill application

Key Topics

I. Introduction

- A. The Audience
- B. The Need for a Good Writing System
- C. Introducing STREAM Tools
- D. Comparison of Microsoft Word vs. LaTeX

II. Quick Start Guide for STREAM Tools

- A. Overview of the Writing Process
- B. Introduction to Writing Quality Tools
- C. Introduction to Document Design Tools
- D. Introduction to File Management

III. Document Design

- A. Creating Templates
- B. Creating Heading Templates
- C. Creating Equation Templates
- D. Creating Figures Templates
- E. Creating Table Templates
- F. Creating Page Numbers
- G. Creating Tables of Contents
- H. Creating Appendices and Indices
- I. Using Multiple Templates
- J. Using Multi-Column Formats
- K. Creating Master Documents

- IV. Using Bibliographic Databases**
 - A. Software Choices
 - B. Using Endnote
 - C. Sharing a Database
 - D. Formatting References

- V. Planning, Drafting and Editing Documents**
 - A. Selecting Team Members
 - B. Holding a Kick-Off Meeting
 - C. Analyzing the Audience
 - D. Formulating the Purpose
 - E. The Preparation Stage
 - F. Creating the Outline
 - G. Writing the Content
 - H. Controlling Versions of Shared Files
 - I. Editing and Proofing the Document
 - J. Submitting the Document

- VI. Building High Quality Writing Teams**
 - A. Identifying Team Goals and Assigning Member Roles
 - B. Managing Teamwork
 - C. Communication Tools to Support the Team

- VII. Assuring Quality Writing**
 - A. Choosing the Best Words
 - B. Writing Strong Sentences
 - C. Avoiding Poor Sentence Construction
 - D. Punctuating for Clarity
 - E. Notes on Grammar

- VIII. Conclusion**
 - A. Business Case
 - B. Frequently Asked Questions
 - C. Success Stories