



Technical Writing (4 Days)

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. What is Technical Writing?**
 - A. You Are a Technical Writer!
 - B. Characteristics of Technical Writing
 - C. How Technical Writing Compares to Other Writing
 - D. Ethics and Technical Writing

- II. Plan for your Audience**
 - A. Meeting the Audience's Needs
 - B. Planning Your Document's Purpose, Scope, and Medium

- III. Technical Research**
 - A. Research at Work
 - B. Finding Secondary Data
 - C. Documenting Secondary Sources
 - D. Evaluating Sources
 - E. Taking Notes from Sources
 - F. Collecting Primary Data

- IV. The Writing process**
 - A. A Process for Technical Writing
 - B. Planning
 - C. Drafting and Revising
 - D. Copyediting and Publishing
 - E. Writing Collaboratively

- V. Brief Correspondence**
 - A. Introduction to E-mails, Memorandums, and Letters
 - B. Audience
 - C. Prewriting
 - D. Formatting

- E. Composing the Message
- VI. Document design and graphics**
 - A. Designing the Document
 - B. Who Reads Graphics?
 - C. Formatting Graphics to Make Them Easy to Understand
 - D. Constructing Graphics for Audience and Purpose
- VII. Instructions**
 - A. Getting Started on Instructions
 - B. Organizing and Formatting Instructions
 - C. Composing Instructions
 - D. Writing Outline Instructions
- VIII. Informative Reports**
 - A. Summary and Abstract
 - B. Mechanism Description
 - C. Trip Report
 - D. Incident Report
 - E. Progress and Periodic Reports
- IX. News Releases and Science Lab Reports**
 - A. News Releases
 - B. Science Lab Reports
- X. Employment Communication**
 - A. Who Reads Employment Communication?
 - B. Getting Started on Employment Communication
 - C. Formatting and Organizing Resumes
 - D. Composing Resumes
 - E. Composing Employment Letters
- XI. Oral Presentations**
 - A. Planning
 - B. Organizing and Composing
 - C. Preparing
 - D. Rehearsing
 - E. Presenting
 - F. Organizing a Group Presentation
- XII. Recommendation Reports**
 - A. What is a Recommendation Report?
 - B. Getting Started on Recommendation Reports
 - C. Formatting and Organizing Recommendation Reports
 - D. Composing Recommendation Reports
- XIII. Proposals**
 - A. What is a Proposal?
 - B. Getting Started on Proposals
 - C. Composing Informal Proposals
 - D. Composing Formal Proposals
- XIV. Technical Reading**
 - A. Technical Reading vs. Literary Readings
 - B. Strategies for Reading Technical Passages