BM–TWIC
TECHNICAL WRITING IN THE CORPORATE WORLD

DURATION	LEVEL	TECHNOLOGY	DELIVERY METHOD	TRAINING CREDITS
1 Day	Business Introduction	Management & Soft Skills	VILT & ILT	NA

INTRODUCTION

This course is for those who want to learn the basics of effective technical writing, a dire need in the fast-paced modern-day business landscape. Special attention is paid to how to plan, organize, develop, and edit technical documents for the best results. The modern organisation depends on effective communication, clear viewpoints, concrete language and well expressed.

AUDIENCE PROFILE

Technical writing is critical for those responsible for eliciting, writing, and reviewing and approving requirements, and is aimed at technical, organizational, and societal audiences. This course will also focus on fundamentals of various types of documents, including report and proposal writing, whilst teaching you how too take control and become confident in your writing abilities.

PREREQUISITES

There are no prerequisites for this course.

COURSE OBJECTIVES

Learning objectives include:

- The value of good written communication.
- How to write and proofread your work so it is clear, concise, complete, and correct.
- How to apply these skills in real world situations.
- Understanding the proper format for memos, letters, and model technical documents.

COURSE CONTENT

Lesson 1: Understanding Technical Writing
- Understanding Technical Writing
- Surveying Your Attitudes Toward Writing
- Knowing Your Audience
- Case Study 1: Analyzing an Audience
- Exercise: Evaluating Effective Technical Writing
- Understanding the Writing Process
- Exercise: Thinking About Your Writing Process
- The Five C's of Report Writing

Lesson 2: Developing the Technical Document
- Developing the Technical Document

- Correspondence
- The Memo
- The Cover Letter
- The Resume
- Report
- The Trip Report
- The Activities Report
- Proposals
- The Brief Proposal
- The Extended Proposal
- Case Study 2: Thinking Argumentatively
- Procedures
- Long Documents
- Exercise: Collecting Model Technical Documents

Lesson 3: Editing the Technical Document
- Editing the Technical Document

- Organization
- Style
- Correctness
- Exercise: Identifying the Seven Deadly Errors of Technical Writing
- Pronoun–Reference Agreement Problems
- Subject–Verb Agreement Problems
- Vague Pronoun Reference
- Dangling Modifiers
- Overuse of Passive Voice
- Inappropriate Comma Use
- Inappropriate Semicolon Use
- A Note on Editing

Lesson 4: Conclusion: The Importance of Technical Writing
- Take control

ASSOCIATED CERTIFICATIONS & EXAM

There is no exam associated with this course.