

Writing Technical Information Effectively

Course Summary

Description

The course provides those writing skills required for clear, coherent and useful technical documents. The course can be tailored to meet the specialized needs of in-house groups. Students are encouraged to bring a current project to class with them.

Objectives

At the completion of this course, the student will be able to:

- Use an efficient writing process: planning, design, drafting, revision
- Recognize and apply three classes of technical documentation to work
- Maximize the computer as tool for planning and organizing ideas
- Use quality-control methods to meet the reader's needs and measure the document's effectiveness
- Provide the right level of technical detail
- Apply techniques for writing technical descriptions and procedures
- Guarantee that information in the document is easy and fast to locate
- Write in a style appropriate to technical information
- Identify and correct the grammar errors that most often arise in technical writing

Audience

This course is designed for technical specialists who must document their designs for products and services, but who may not consider themselves technical writers first and foremost. This course would also be useful for those producing documents in a technical environment, software and hardware developers, technical and scientific specialists who routinely document their designs, concepts or project status in reports, and systems analysts who document databases, software applications or hardware for end users.

Prerequisites

There are no prerequisites for this course. However, students are encouraged to bring a current project to class with them.

Duration

Two days