

Advanced Technical Writing

Course Summary

Description

Technical writing covers a wide range of applications, and all of them require focus on audience and purpose. Attention to detail and accuracy are also crucial. Consistent attention to each of these elements involves honing your ability to make good judgments based on audience needs, understanding the role of tone and voice, and using a process for writing, revising, and editing. Embracing feedback is also key to excellence in technical writing. This highly-interactive course covers all these topics individually while also showing how their interconnectedness is essential for successful technical writing.

Objectives

At the end of this course, students will be able to:

- Identify the variables related to audience awareness
- Determine a clear purpose when writing
- List ways to collect and incorporate feedback
- Write with the appropriate tone and voice
- Use a consistent writing, editing, and revising process
- Create a plan for excellence in technical writing

Topics

- Technical Writing Overview
- Audience and Purpose
- Tone and Voice
- The Writing Process
- Excellence in Technical Writing

Prerequisites

There are no prerequisites for this course.

Duration

One day

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Course Outline

I. Technical Writing Overview

- A. What are the major characteristics of almost every technical document?
- B. What are the eight measures of excellence in technical communication?
- C. What are the benefits of a properly written technical document?

II. Audience and Purpose

- A. Why are audience and purpose two of the most important considerations in technical writing?
- B. What variables should you consider when thinking about your audience?
- C. Why is a clear purpose important in technical writing, and how do you determine your purpose for a document?
- D. Why is feedback so important, and how can you incorporate it into your technical writing process?

III. Tone and Voice

- A. What are tone and voice in technical writing?
- B. How do you determine the appropriate tone for your audience and purpose?
- C. What's the difference between active and passive voice, and which should you use in technical writing?

IV. The Writing Process

- A. Why is having and using a process for technical writing essential for clear, concise, and consistent communication?
- B. What are the elements of the writing process, and how do you use them in technical writing?
- C. How does using a writing process create confidence and assure attention to detail?

V. Excellence in Technical Writing

- A. What are your next steps as a team?
- B. What are your next steps as individuals?