

Technical Writing

This 2-day course includes all the elements of **Business Writing Essentials**. It then continues with a series of writing applications and exercises to show you how to apply the 'toolkit' to your own documents.

You will get many opportunities to rewrite your technical documents with feedback from our professional writing facilitator.

This is an interactive workshop using practical exercises, discussions and case studies.

Who should attend?

Everyone who needs to communicate complex technical information to a broader business audience.

Content

- pre- and post-program assessment
- writing purpose—value to the reader
- organising your thoughts
- readability
- Plain English, active or passive voice, grammar
- structure and layout, including Front-Focus
- image, language and tone
- padding and punctuation
- evaluate documents quantitatively and qualitatively

as well as writing application exercises covering:

- rewriting your own work documents by applying the Essentials
- 1:1 facilitator feedback
- Mind Mapping as a tool for document planning
- use of appropriate structures, titles and headings
- the executive summary
- writing definitions, instructions and procedures

Outcomes

You will learn how to:

- establish your writing purpose and engage your readers
- improve the clarity and reader-focus of technical documents
- significantly reduce your writing time
- write with greater confidence and look more professional
- use the most appropriate structure and layout
- write a functional executive summary
- review and edit technical documents