

Course Overview:

- Organize your material by purpose and audience
- Write with greater clarity and precision—in less time
- Present complex technical information simply
- Know the purpose of your writing before you begin
- Recognize the needs of your audience
- Learn how to use illustrations
- Produce final drafts to make the “write” impression with your superiors

Course Objective:

- Organize Your Material by Purpose and Audience
- Write with Greater Clarity and Precision—in Less Time
- Present Complex Technical Information Simply
- Know the Purpose of Your Writing before You Begin, and Eliminate False Starts
- Recognize the Needs of Your Audience
- Learn How to Use Illustrations
- Edit and Polish the Final Draft to Make the “Write” Impression with Your Superiors

Course Outline:

- Aspects of technical writing
- Understanding the readers’ needs
- Patterns of technical writing
- Organizing technical information
- Writing the first draft
- Achieving sentence clarity and precision
- Technical report elements
- Technical report formats
- Writing abstracts
- Using illustrations
- Preparing technical manuals and proposals
- Editing and proofreading techniques

Who Should Attend:

Engineers, scientists, IT/computer personnel and people in other technical areas, as well as business professionals at all levels.

Training Language:

EN / AR

Training Methodology:

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation