Course Overview:

If writing technical information and effective memos, letters, reports, manuals, instructions, documentation, specifications or proposals is a tough proposition—this technical writingcourse is for you!This intensive five-days seminar will show you proven technical writing approaches and techniques that you can apply back on the job to achieve successful technical written communications.

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
- Understand the Pitfalls, Style, and Characteristics of Technical Writing
- Review Samples of Technical Writing
- Prepare a Writing Sample in Technical Style

UNDERSTANDING THE READERS' NEEDS
- Determine Various Readers' Needs
- Convey Technical Information Clearly to Nontechnical Readers

PATTERNS OF TECHNICAL WRITING
Become Familiar with the Various Patterns of Technical Writing Learn to Write:
1. Definitions
2. Narration
3. Process Description
4. Physical Description
5. Instructions

ORGANIZING TECHNICAL INFORMATION
- Learn How to Organize and Evaluate Technical Data
- Understand the Various Patterns of Technical Writing
- Structure the Physical Format to Enhance Presentations of Ideas
- Use Linking Words and Phrases in Sentences and Paragraphs

WRITING THE FIRST DRAFT
- Understand the Writing Process
- Understand the Importance of Determining and Focusing on Your Purpose and Goals
- Become Familiar with Techniques for Overcoming Writer's Block

ACHIEVING SENTENCE CLARITY AND PRECISION
- Review Proven Techniques for Ensuring Clarity and Precision
- Avoid Wordiness and Confusing Sentence Constructions

TECHNICAL REPORT ELEMENTS
- Distinguish between Informal and Formal Reports
- Become Familiar with the Elements of Technical Reports

TECHNICAL REPORT FORMATS

Training Language:

English-Arabic

Training Methodology:

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

- Understand the Nature of Technical Report Formats
- Distinguish Various Elements of Technical Reports
- Utilize Specific Organizational Formats for Different Reports

WRITING ABSTRACTS

- Understand the Function and Characteristics of Abstracts
- Become Familiar with Guidelines for Preparing Abstracts
- Distinguish between Descriptive and Informative Abstracts

USING ILLUSTRATIONS

- Know When to Use Illustrations in Technical Writing
- Review the Characteristics and Uses of Illustrations
- Become Familiar with Various Illustrations Useful in Technical Writing

PREPARING TECHNICAL MANUALS AND PROPOSALS

- Become Familiar with the Characteristics of Technical Manuals
- Understand the Components That Comprise Technical Manuals
- Learn the Principles of Technical Manual Writing Style
- Identify the Elements of Proposals

EDITING AND PROOFREADING TECHNIQUES

- Review Guidelines for Editing and Polishing Technical Writing
- Understand How to Write for Another Person's Review and Critical Commentary

Who Should Attend:

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