

Technical Writing Skills

Duration:

Two days

Objective

This comprehensive two day course is an essential programme for individuals that write technical documents.

Your technical team's expert knowledge is largely wasted if it can't be properly communicated. Oftentimes, technical people are so passionate and close to their subject that they lose sight of who will read what they've written and what their level of knowledge is. This technical-writing course is aimed specifically at bridging that communication gap.

Contents

Planning your document (format, contents and structure)

Participants will learn how to use a generic template to identify the appropriate format, contents and structure of any document.

Introduction to a generic template for planning documents.

The four questions to ask before starting to write (why, who, what and how).

Identifying the best format, contents and tone for documents from the answers.

Applying a logical structure and flow to guide readers through documents and get important messages noticed.

Why and how to write an executive summary or abstract.

Presenting data (text, tables, figures and charts)

Participants will learn how to choose between and create, text, tables, charts or figures for presenting information and ideas.

The pluses and minuses of using text, tables, figures and charts to present information.

When and how to decide which to use.

An introduction to creating professional-looking tables, charts and figures in Word, Excel and PowerPoint.

Using the right language - (plain English)

Participants will learn what can make some writing more difficult for readers, and how to make sure that theirs is always clear and concise.

The principles of plain English.

Tips and techniques for spotting un-plain English

Tips and techniques for writing in plain English.

Corporate style guide

Participants will learn techniques for making sure that readers can understand any terminology, as well as how to apply consistency to documents generally.

What should be considered as terminology.

Methods of providing definitions/explanations: glossaries, footnotes and references. abbreviations and acronyms, annexes and appendices.

Which of the above to use and when.

The benefits of a corporate style guide and what should go in one.

Who should attend

This training programme is ideal for all individuals who are keen to improve their overall written communication skills as well as those who regularly are required to develop and deliver technical reports for their organisation.

Course benefits

This course is fully interactive, and features a number of highly practical exercises that will stimulate the delegates interest and emphasise the relevance of the numerous learning points. It is tailored to the requirements of your organisation and would be available for the company to use on an ongoing basis.

Additional information

OPTIONAL EXTRAS (requires a further half day session)

Common mistakes in grammar and punctuation - what to do and what not to do

Tips, techniques and checklists - for checking over what has been written.

Certificates

All delegates who successfully complete this course will receive a Certificate of Attendance.

Trainers background

The trainer for this course has extensive experience in the design and delivery of training programmes for management, administration and 'organisational skills' related requirements to both public and private sector organisations for over ten years and previously held a number of senior management positions in industry.