

Course duration

- 2 days

Course Benefits

- Adjust content for technical and non-technical readers
- Organize ideas from various sources and multiple content contributors
- Edit technical documents for clarity and conciseness
- Hold the reader's interest throughout the entire document

Course Outline

1. Determine the document purpose
2. Plan the scope of documents
3. Adjust content based on audience and situation
4. Verify content is complete and correct
5. Produce content quickly
6. Capture the reader's attention
7. Effectively include technical details, processes, and procedures
8. Follow technical writing formats and guidelines
9. Organize the document logically
10. Emphasize the most critical information
11. Edit for clarity and conciseness
12. Maintain technical terminology while eliminating meaningless jargon
13. Avoid the most common technical writing errors
14. Eliminate errors with proofreading techniques

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.