



## Technical-writing course

Most technical people don't move into their roles because they love writing. Scientists see their skills in doing research, engineers in solving practical problems and developers in writing code.

But whatever their role, your team's hard work will be wasted if they don't communicate it effectively.

### Clearer communication – without dumbing down

We'll show your team how to avoid burying their conclusions in the supporting detail. And we'll show them how to weed out writing that's too complicated for their readers, so their recommendations are clear for their intended audience.

Above all, we'll build your team's confidence and pride in their own writing – helping them see it as part of their core skills.

### Tailored to your organisation

We know from experience that courses are much more engaging when they're directly relevant to the documents that your team write day to day.

So before your course, we'll analyse a sample of your team's technical documents, whether that's technical reports, procedures, reference guides, specifications or any other technical document.

## Who is it for?

The techniques we teach on this course will benefit anyone who has to communicate technical information clearly and effectively – whether to an internal or an external audience. The trainer will pitch the course according to the writing level and confidence of the participants.

## What does the programme include?

A face-to-face one-day training course is standard. However, we can adapt the course for shorter or longer sessions as required.

Your team will also have complete access to weekly online lessons as part of our follow-up programme, Emphasis 360. This will allow your team to recap the techniques they covered in the course – and learn new ones.

## Numbers, pricing and venue

We can train four people up to an entire organisation. (Please ask about our open courses if you only need to train one to three people.)

The cost of the course varies depending on how many people you're looking to train. If you'd like to find out prices for your group size, call us on +44 (0)1273 732 888 or email [info@writing-skills.com](mailto:info@writing-skills.com).

Our trainers are based in the UK, but we train globally. Wherever you are in the world, we'll run our course on your premises. (We can also train remotely via WebEx.)

All our courses come with a 30-day money back guarantee. If you're not completely satisfied, let us know within 30 days of your first face-to-face course and we'll give you a full refund.

## Learning objectives

### Your team will learn how to:

- approach writing confidently
- present clear messages
- build a logical structure
- manage and present complex information
- use appendices and terms of reference clearly
- tailor their content and style to the reader
- lay out their reports effectively, including illustrations and graphics
- avoid poor punctuation and grammar
- construct clear paragraphs and sound sentences
- use succinct language and only the appropriate level of technical jargon.

## Course programme

### Technical writing course

#### 9.30 Introduction

- Welcome
- Course overview
- Establishing your readers' needs
- Identifying your key messages

#### 10.45 Coffee

- Planning your document
  - Assembling your facts and arguments
  - Building a logical structure
  - Deciding on the level of complexity
  - Deciding what to put into the appendices
- Planning each component
  - Outlining the content of the abstract, introduction, methods, results, conclusion and discussion
  - Using references effectively

#### 1.00 Lunch

- Making your writing reader-centred
  - Constructing paragraphs with clear themes
  - Using the appropriate level of technical jargon
  - Writing concisely
  - Structuring your sentences for easy reading

#### 3.30 Tea

- Laying out your document effectively
- Using correct punctuation and grammar

#### Summary

#### 5.30 Close

Get your documents read: discover how to grab your readers and keep them reading