



## Technical writing

Scientific, engineering or other technical knowledge is wasted if you can't communicate it. Good technical writing skills are vital if you actually want anyone to read – and then act on – your research findings, ideas or recommendations.

### Making it readable

Our approach to successful technical report writing is to look at writing about complex subjects in a succinct and logical way. It's about clear communication, not dumbing down.

### Jargon or no jargon?

It's important to differentiate between unnecessary jargon and the useful stuff – the shortcut terminology that a technical readership expects and understands. We'll explain how you can be concise without compromising content. Or, to quote Einstein, how to 'make things as simple as they are, but no simpler'.

### Who is it for?

This course will benefit all technical writers looking to communicate their subject – both to peers and to a wider, non-technical readership.

### How long is it?

One day + short one-to-one coaching session.

### Why it works

- Pre-course writing analysis identifies the areas you need to work on.
- Small group training ensures you get individual attention.
- The course is tailored so that examples and exercises are relevant to your work area.
- Targeted follow-up coaching focuses on ongoing problems.
- Follow-up support includes free telephone and email support for a year.

## What you'll learn

Whatever your area of technical expertise, this one-day technical writing course will help you to:

- **approach writing confidently**
- **present clear messages**
- **build a logical structure**
- **know what to put in the abstract, introduction, methods, results, conclusion and discussion, and make these sections work**
- **manage and present complex information**
- **use appendices and terms of reference clearly**
- **tailor your content and style to the reader**
- **lay out your report 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

#### 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