

Advanced Technical Writing & Documentation



Most people think it's easy to produce technical documents.

They are confident writers, until one day they need to write a work instruction, user guide, operational procedure or other type of technical document.

Where do you start? What sort of language do you use? How can you be sure that you've achieved quality? How can you save time and minimize costs?

This course teaches you the foundations on which to produce successful documents. It includes such topics as how to:

1. Really understand your audience
2. Plan your document to meet audience needs with a practical project plan
3. Choose the right words, construct a clear sentence and structure paragraphs
4. Edit a document for maximum quality and clarity



FEATURES

- Small groups (max 8, usually 4-5) with opportunity to discuss examples from your documents.
- Helpful for writers without formal training who need instruction in some areas of the technical writing process or a general refresher.
- Provides a follow-up to the Technical Writing Skills course revising key writing skills and addressing the full documentation process.

WHO SHOULD ATTEND

- Someone who has to produce technical documents as part of their job or involvement in a project.
- New or intermediate writers seeking to expand their knowledge in the art of producing technical documents.
- Intermediate technical writers who want to refresh their skills.

Consider the communication task

Take command of your content

Bring structure to complexity

Avoid confusing your readers

To book or for more information email us at info@techwriter.com.au. See our website www.techwriter.com.au for details of all our courses and scheduled dates.

WHAT YOU WILL LEARN

After completing this course you will have a strong understanding of the entire technical writing process. Skills and tools you gain on the course include how to:

- Write well-constructed text by
 - Using parallel structures
 - Applying punctuation correctly
 - Starting, ending and sequencing paragraphs logically
- Plan your document by
 - Performing an audience and task analysis
 - Organising your information
- Write specific parts of technical documents such as
 - Executive summaries
 - Instructions and procedures
 - Reports
- Finalise your document by reviewing and editing the content.

Extras

- Common errors in writing
- Pre- and post-writing checklists

and much more...

Cost: \$525 includes manual, morning and afternoon tea and lunch.

PRESENTERS

The course may involve one or more of the following presenters, depending on the course requirements.

Jill Nicholson is an experienced technical and business communicator who lectured for many years at the University of Technology, Sydney. She now presents technical and business communication courses to Government Departments and to the private sector in Australia, New Zealand, the USA, and Singapore; and writes and edits a variety of documents for business clients.

Melissa Brett has worked for more than 20 years as a writer, editor and proofreader. She has a Certificate IV in Training and Assessment, and experience teaching both software and writing skills. She currently writes and edits technical and business documents for a number of clients.

Lyneve Rappell is an accomplished editor who has worked on published books, general guides, brochures and more. She has also taught English in Japan and was a Learning Skills lecturer at the University of Western Sydney.