

Course Title

Technical Authoring

Course Overview

This course is aimed at technical IT staff to provide them with the skills and knowledge to create clear, structured technical reports appropriate to the audience.

It will show how to choose the right document structure and format whilst giving writing techniques for putting ideas clearly, concisely, persuasively and effectively.

After this course the candidate will be able to produce accurate and professional documents whilst keeping technical rigour.

The course will be tailored to your company needs and ethos and will consist of trainer-led sessions, exercises, group discussions and practical work.

Target Audience

All

Duration

Two Days

Pre Course work

Examples of past documents would be welcome

Programme Modules

Course Modules include:

Day 1:

- Setting clear objectives
- Understanding and adapting to your audience
- Planning and Time Management
- Choose a document layout and format
- Structuring the document
- Setting the scene with Introductions
- Drafting the report content
- What to put in and leave out
- Appendices, citations and glossaries
- Effective writing and writing style
- Writing do's and don't
- Common mistakes
- Use of language
- Spelling and grammar
- Rules for punctuation

Day 2:

- Recapping day 1
- Proof reading and peer feedback
- Trying an example report
- Example report feedback exercises
- Methods of presenting data, charts and illustrations
- Executive Summaries
- Executive Summary exercises
- Presenting your report and key points