



Technical Writing Skills

Course Outline:

- Technical writing skills
- Audience analysis
- Planning techniques
- Layout and structure
- Signposting to support your reader
- Techniques for presenting complex concepts and ideas clearly and simply
- Presenting numbers, charts and graphics
- Highlighting benefits
- Appropriate use of jargon
- Editing and improving readability
- Technical Communication
- Information structures such as description, process, and
- Definition
- Project planning
- Audience and task analysis
- Brand and voice
- Elements of technical communication (organization, design, and layout, style, editing, and mechanics)
- Publishing

Course Outcomes:

- Upon successful completion of this course, the student will have reliably demonstrated the ability to:
- Incorporate research into writing.
- Produce writing projects individually and collaboratively.
- Integrate information to meet the needs of specified audiences.
- Design documents to specified format and layout criteria.
- Evaluate products for organization, design, and style.
- A framework for planning and structuring technical documents
- Greater understanding of your audience's needs
- Practical tools to express complex ideas and issues effectively for expert and non-expert audiences
- Understanding of how best to use and describe visuals
- An awareness of the principles of plain English
- Editing and proofreading techniques

