



## Technical Writing in the Corporate World

### Course Length: One Day

This course is designed for those who want to learn the basics of effective technical writing. Special attention is paid to how to plan, organize, develop, and edit technical documents for the best results.

### Table of Contents

#### **Section 1: Understanding Technical Writing**

- 1.0: Understanding Technical Writing
- 1.1: Surveying Your Attitudes Toward Writing
- 1.2: Knowing Your Audience  
*Case Study 1: Analyzing an Audience*  
*Exercise: Evaluating Effective Technical Writing*
- 1.3: Understanding the Writing Process  
*Exercise: Thinking About Your Writing Process*
- 1.4: The Five C's of Report Writing

#### **Section 2: Developing the Technical Document**

- 2.0: Developing the Technical Document
- 2.1: Correspondence
  - 2.1.1: The Memo
  - 2.1.2: The Cover Letter
  - 2.1.3: The Resume
- 2.2: Reports
  - 2.2.1: The Trip Report
  - 2.2.2: The Activities Report
- 2.3: Proposals
  - 2.3.1: The Brief Proposal
  - 2.3.2: The Extended Proposal
- Case Study 2: Thinking Argumentatively*
- 2.4: Procedures
- 2.5: Long Documents

#### *Exercise: Collecting Model Technical Documents*

#### **Section 3: Editing the Technical Document**

- 3.0: Editing the Technical Document
- 3.1: Organization
- 3.2: Style
- 3.3: Correctness  
*Exercise: Identifying the Seven Deadly Errors of Technical Writing*
  - 3.3.1: Pronoun-Reference Agreement Problems
  - 3.3.2: Subject-Verb Agreement Problems
  - 3.3.3: Vague Pronoun Reference
  - 3.3.4: Dangling Modifiers
  - 3.3.5: Overuse of Passive Voice
  - 3.3.6: Inappropriate Comma Use
  - 3.3.7: Inappropriate Semicolon Use
- 3.4: A Note on Editing

#### **Section 4: Conclusion: The Importance of Technical Writing**

#### **Appendices**

- Appendix A: Building a Community of Technical Editors
- Appendix B: Word Processing for the Technical Writer
- Appendix C: Technical Writing and English as a Second Language
- Appendix D: For Further Reading