

ESSENTIALS OF TECHNICAL WRITING – WORKSHOP (SEPTEMBER 23 AND 24, 2021)

Course Description: Technical writing is unique because of its specialized content. It must convey objectivity and reach both technical and non-technical audiences with exactness and clarity. Along with writing emails, letters, and reports, the technical writer must prepare definitions, physical descriptions, product specifications, procedures, test and laboratory results, and many other kinds of documents.

This seminar offers you a battery of tools and techniques to help you jumpstart the writing process on any challenging technical writing endeavor. You will learn ways to defeat writer's block, procrastination, and writer's anxiety, as well as how to develop a better understanding of readers' needs and expectations. You will also discover principles and approaches covering a broad range of industries and topics and getting hands-on experience improving your technical writing ESP—efficiency, sufficiency, and proficiency.

Methodology: Online workshop via ZOOM

Who Should Attend?

- Government
- Academe
- Private Sector

Anyone who wishes to enhance their technical writing skills to better communicate with their audiences.

Objectives:

- *Create a full range of technical documents with solid structures*
- *Use templates to start the writing process quickly*
- *Explore techniques for getting past writer's block*
- *Prepare detailed messages for both technical and non-technical readers*
- *Understand best practices for displaying visual information*
- *Edit language for precision, clarity, and conciseness*
- *Summarize complex issues with authority and clarity*

Learning Objectives

- *Distinguish Among the Elements of Technical Documents*
- *Create a Full Range of Technical Documents with a Solid Structure*
- *Use Templates to Jumpstart the Writing Process*
- *Use Techniques for Overcoming Writer's Block*
- *Evaluate Technical Data Based on the Writer's Purpose and the Reader's Concerns*
- *Prepare Detailed Messages with a Style for Technical and Non-technical Writers*
- *Structure the Format to Enhance Presentation and Ideas*
- *Use Linking Words and Phrases in Sentences and Paragraphs*
- *Apply Best Practices for Displaying Visual Information*
- *Edit Language for Precision, Clarity, and Conciseness*
- *Choose Language for Appropriateness*
- *Summarize Complex Issues with Authority*

STRATEGIC ONE BUSINESS MANAGEMENT CONSULTANCY FIRM

Yakal Road, Tunasan, Muntinlupa City

Tel. no: 02-8-801-5903/09984604375

COURSE OUTLINE:

The Landscape

- Define Technical Writing
- Identify Characteristics of Technical Writing
- Distinguish Between Two Commonly Used Technical Writing Styles
- Classify the Challenges That Technical Writers Face

The Maps

- Distinguish Among the Elements of Technical Documents
- Identify a Full Range of Technical Documents with a Solid Structure
- Use Templates to Jumpstart the Writing Process
- The Technical Writing Process

Overcome Writer's Block

- Generate Ideas Through an Efficient Writing Process

The Technical Writing Product

- Evaluate Technical Data Based on the Writer's Purpose and the Readers' Concerns
- Assess Your Writing Style Based on the Audience

Organizing Ideas

- Compose Effective Patterns of Technical Writing
- Structure the Format to Enhance Presentations and Ideas
- Use Linking Words and Phrases in Sentences and Paragraphs

Visualizing Ideas

- Apply Best Practices for Displaying Visual Information
- Use the Full Range of Illustrations in Technical Writing

Editing at the Sentence Level

- Identify Common Sentence Problems and Their Solutions
- Edit Imprecise, Unclear, or Wordy Sentences
- Combine Sentences for Fluency
- Edit Sentences for Active Voice
- Edit Sentences for Parallel Structure

Editing at the Word Level

- Choose Correct Grammar, Words, Punctuation, and Mechanics
- Summarize Complex Issues with Authority

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The Speaker



Raymond Peter D. Ibasco
Associate Professor,
De La Salle University - Dasmariñas

-Doctor of Philosophy in Reading (Candidate) - Philippine Normal University
-Master of Arts in English Language Education

The registration fee per participant is P2500.00.

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