

Technical Writing

Program Outline

I. Introduction to Technical Writing

- A. Defining Technical Writing
- B. Types of Writing
- C. Taking a Writing Inventory
- D. Engaging in Critical Thinking Situations to Facilitate Writing On-Demand

II. Understanding Your Role as a Technical Writer

- A. Establishing Common Ground with an Intended Reader
- B. Knowing Your Ethical Obligations

III. The Communication Triangle: The Recipe for Establishing Common Ground With the Audience

- A. Choosing a Topic
- B. Determining the Purpose for Writing
- C. Analyzing an Audience
- D. Evaluating Common Ground

IV. Types of Technical Correspondence: Writing for an Intended Audience

- A. Analyses
- B. Memos
- C. Letters
- D. Reports
- E. Manuals
- F. Abstracts
- G. Proposal

V. Writing a Professional Portfolio

- A. Audience Analysis
- B. Informative Abstract
- C. Business of Letter Transmittal
- D. Extended Proposal

VI. The Seven Principles of Effective Writing

- A. Appropriating Content to the Audience
- B. Focus & Unity

- C. Organization
- D. Development
- E. Sentence Structure
- F. Diction & Word Usage
- G. Mechanics

VII. Writing as a Process: Learning to Write in Stages

- A. Prewriting
- B. Researching
- C. Organizing
- D. Creating a Rough Draft
- E. Revising
- F. Editing

VIII. The Final Word on Technical Writing