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