TECHNICAL
WRITING COURSE

Whether you are an owner, technician or a manager, more and more employees are being expected to deliver reports, tenders, specifications, business cases and proposals to achieve beneficial outcomes for their organisation. In order to remain competitive, employees need to produce technical documents that are clear, accurate and tailored to their audience.

Ineffective communication is a known risk for successful delivery in a broad range of situations, be they field, business or project based. Strengthening your skills to deliver effective and targeted writing is a simple action you can take to reduce this unnecessary risk.

Technical writing is often dense and full of jargon that is indecipherable to all but the subject matter experts. The secret of good technical writing is to be able to convey complex technical concepts and ideas clearly so that both expert and non-expert audiences can understand and benefit.

COURSE CONTENT

This is a two-day course and covers a wide variety of topics to ensure that everyone who attends will leave feeling they obtained value from the course.

Topics include:

- Fundamental characteristics of good technical writing
- Planning a technical writing project
- Writing technical reports and proposals
- Writing step-by-step instructions
- Document design and usability
- The language of language
- Aspects of grammar
- Obstacles to readability
- Troublesome words
- Vital punctuation

Topics are backed up with practical exercises to ensure participants can embed the knowledge they obtain from the training.

BENEFITS

- You want to be able to deliver consistent, clear and concise technical documents with a solid structure
- You want to build the practical frameworks and skills necessary to translate complex information into reader-friendly documents
- You are required to write reports, tenders, specifications, business cases and proposals and want to keep your skills relevant
- You need to produce technical specifications for customers

CONTACT US

Public and private courses are available. To confirm your place on a course, contact us on *1300 139 155* or *training@attar.com.au*.

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Connect with us on Linked in

Ph: 1300 139 155 **Email**: info@attar.com.au
Website: www.attar.com.au
Head Office: 44-48 Rocco Drive, Scoresby VIC 3179