

## **Advanced Technical Writing and Documentation**

### **One day-course**

#### **SECTION 1**

##### **INTRODUCTION**

What is Advanced Technical Writing?  
A new way to think about writing  
A new way to plan writing

#### **SECTION 2**

##### **WRITING SKILLS REVISITED**

Brief look at techniques covered in  
Technical Writing Skills

#### **SECTION 3**

##### **DOCUMENTATION SKILLS**

Audience and Task Analysis  
The characteristics of audience groups  
Task inventories  
Planning Technical Documents  
Develop a product visualisation  
Collecting and organising information  
The Structure of Technical Documents  
Executive summaries  
Introductions  
Body of the report  
How to end a report  
Overviews  
Instructions and Procedures

The Top-down Approach to Technical Reports  
How to Write a Good Email  
Reviewing/revising the Document

#### **SECTION 4**

##### **HOW TO MAKE YOUR DOCUMENTS SING**

Paragraphs  
Paragraph development  
The topic sentence  
Transitions  
The support  
A look at Consistency Issues Produced by  
Team Writing  
How to identify the problems  
How to fix the problems

##### **How to apply what you know to client documentation**

**There will be interactive sessions, throughout the day, based on real examples.  
This will enable attendees to immediately put into context the concepts covered in the course.  
With the course you get a substantial manual with full text for all topics; this enables the manual to  
be used as a reference.**