

This one-day practical workshop refreshes essential writing skills and provides the engineer or scientist with a thorough working knowledge of a range of useful techniques from outlining, storyboarding and editing, to guidance on how to rewrite a technical/scientific article for the general reader. Presented by the author, lecturer and consultant Richard J. Ellis, the course programme comes with a comprehensive documentation pack. Those attending are encouraged to submit short samples of their work prior to the workshop, so that the course leader can provide individual feedback.

Please note: while the programme is written with the engineer or scientist in mind, the course can be further customised and presented as a two-day workshop allowing individual critique and assessment of material submitted by participants.

**Your Workshop Leader: Richard Ellis**

## KEY TOPICS

- Organisation and structure of effective writing
- The “nuts and bolts” of language
- Preparing a technical/scientific article for the general reader
- Structuring the text to help the reader along
- Team support: discussion and action points to develop effective writing for everyone in the team

## WHO SHOULD ATTEND

Though aimed at engineers or scientists in particular, the course offers an excellent opportunity for professionals of all disciplines to enhance their written communication skills, thereby reaching a wider readership and achieving a more productive outcome from their work.

**Maximum course numbers: 12.**

### **Note:**

*As part of our in-company training courses we invite participants to submit beforehand an example of their report writing. We can also offer a personalised critique of writing pieces after the workshop is complete.*

## **Outline Programme**

### **Introduction to the Workshop**

#### **Establishing the remit**

- the nature of the audience

#### **Asking questions before writing**

#### **Outlining and Storyboarding**

*Refreshment break*

#### **What is an effective report?**

#### **Short article in draft form for editing**

*Lunch*

#### **Rewriting a technical/scientific article for the general reader**

#### **Feedback and discussion of issues raised**

*Refreshment break*

#### **Proof-reading and Editing**

#### **Feedback**

#### **Ways forward**

#### **Summing up and Action Plans**

#### **Close of Workshop**



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