

This one-day practical workshop refreshes essential writing skills, and provides the technical writer with a thorough working knowledge of a range of useful techniques – from outlining, storyboarding and editing to guidance on how to rewrite a technical article for the general reader. Presented by the author, lecturer and consultant Richard J. Ellis, the course programme comes with a comprehensive documentation pack.

All participants are invited to send to the trainer (by post or e-mail) a sample of their technical report writing at least seven days prior to the course. (Sensitive data may be deleted and all material will be treated as confidential.) This will allow the trainer to understand specific issues for the writers, and enable him to further tailor course content to participant needs.

Your Workshop Leader: Richard Ellis

KEY TOPICS

- Organisation and structure of effective writing
- The “nuts and bolts” of language: – brushing up on spelling, punctuation and grammar
- Preparing a technical document 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 technical personnel 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 number of participants: 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

Ingredients of Effective Writing

Nuts and Bolts of Sentences and Paragraphs

Refreshment break

Asking Questions Before Writing

- for SOP's, background reports, manuals etc

Outlining and Storyboarding

What is an Effective Report?

Short Article in Draft Form for Editing

Lunch

SOP Writing Exercise

Feedback and Discussion of Issues Raised

Refreshment break

Proof-Reading and Editing

Report Writing Exercises

- feedback and discussion

Ways Forward

Summing Up and Action Plans

Close of Workshop



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