Technical Writing Fundamentals At WestGate

This USI non-credit training program equips participants with the essentials needed to write <u>clear</u>, <u>concise</u>, and <u>correct</u> technical documents that address their readers' needs to enable them to obtain the desired goals. The 12-hour certificate program consists of:

I. Preparing to write
   A. Defining goals and outcomes
   B. Analyzing your audience

II. Collecting your information
   A. Who, what, when, where, why, and how
   B. Interviewing more effectively
   C. Better use of e-mails during information gathering stage

III. Overcoming writer's block
   A. Importance of an early first draft
   B. Techniques to silence your inner editor

IV. Technical writing formats
   A. Using the inverted pyramid structure
   B. Choosing the best format to present your information

V. Techniques for clear e-mails, agendas, and minutes

VI. Strengthening your writing
   A. Using effective headings and topic sentences to frame your main points
   B. Employing transitional devices to keep the reader engaged in the document's flow
   C. Applying techniques to make your writing more powerful and interesting to read
   D. Reducing word/phrase clutter

VII. Revising your document
   A. Grammar and punctuation review
   B. Proofreading techniques

VIII. Improving the visual appeal
   A. Formatting tips on font styles and attributes
   B. Tips for adding graphs and visuals to enhance the document's effectiveness

DATES & TIMES: 3 Sessions February 7, 14, 21, 2022; Noon-4pm <u>Eastern Time</u> each day. **Must register by February 1st so materials can be ordered.**
INSTRUCTOR: Tammy Pickering, MBA
LOCATION: WestGate Academy, 13598 E. WestGate Drive, Odon, IN, 1st Floor, Room 124
COST: $750 per person, includes all training materials/book; no meal or drinks provided, may bring your own.
To register visit https://www.usi.edu/technicalwriting.   Or, call 812-464-1989 and someone will assist you. For more program information contact Paula Nurrenbern at pjnurrenbe@usi.edu or 812-461-5425.