

Technical Writing Course Syllabus

Duration	2 Full days (Recommended to ensure time for final assignment)
Delivery	Online or In person
Targeted Audience	Participants who perform day-to-day technical writing exercises.

COURSE OBJECTIVES:

This course provides participants with a review of essential grammar, punctuation, and mechanic elements to improve technical writing skills. In addition, through a series of group exercises, we review crucial aspects such as audience identification, verb selection and layout strategies, empowering effective writing and messaging.

COURSE OVERVIEW

DAY 1	
SAFETY MOMENT - To be selected by the group participants in the session.	
INTRODUCTION	Each individual answers the following three questions: <ul style="list-style-type: none"> • What is your day-to-day role in association with technical writing? • Why is technical writing important to you? • What needs to be present for you to complete technical writing assignments?
WHAT IS TECHNICAL WRITING?	Discuss what technical writing is and why it is essential in our roles. What can we do to manage deadlines effectively?
TECHNICAL WRITING VS. BUSINESS WRITING	What are the differences between technical and business writing? Where do we use these writing techniques? Why is it important to know the difference?
AUDIENCE IDENTIFICATION	Review the importance of understanding our audience. Discuss how audience identification impacts our technical writing assignments and the success of our future opportunities. How do we mitigate unconscious bias?
Exercise 1 Audience Identification: Written scenarios in which groups need to identify their audiences and justify writing structure.	

REVIEW OF INFORMING AND PERSUASIVE VERBS	Review of verbs that serve to strengthen messaging once proper audience identification exercises are complete.
THE POWER OF AN INTRODUCTION SENTENCE OR PARAGRAPH	Setting the stage for success in technical writing requires easy-to-follow document navigation—review of introduction content and why it is a crucial element in technical writing.
Break	
Exercise 2 Introduction Creation: Review the document provided and create introduction sentences to clarify technical writing objectives in the sample scenarios.	
Passive vs. Active voice	Review of the fundamentals associated with active and passive voice. Understand what we can do to create diversity in our writing. What are the key benefits of this diversification? How does it impact our relationships?
Exercise 3 Passive vs. Active Voice: Review the document provided and correct or change the statements to both active and passive voice.	
Break	
TECHNICAL EDITING	Review of the three key editing groups primarily associated with our industry: <ul style="list-style-type: none"> • substantive of structural editing • copy editing • proofreading What can we do to ensure that editing from others is completed based on our expectations? Discuss editing strategies.
Exercise 4 Editing Exercise: Review the document provided and edit content accordingly. Review sentence structure and change to active voice.	
PUNCTUATION	Review punctuation elements: <ul style="list-style-type: none"> • commas • comma splices • semi-colons • colon • hyphens • quotation marks
Exercise 5 Punctuation: Review the document provided and correct punctuation errors. Groups are encouraged to correct sentence structure.	
Lunch	

MECHANICS	<p>Review of mechanic elements:</p> <ul style="list-style-type: none"> • capitalization • numbers • abbreviations • vertical lists
<p>Exercise 6 Mechanics: Groups to review the document provided and correct mechanic errors. Groups are encouraged to correct sentence structure.</p>	
GRAMMAR	<p>Review of grammar elements:</p> <ul style="list-style-type: none"> • modifiers • parallelism • subject - verb agreement
<p>Exercise 7 Grammar: Review the document provided and correct grammar errors. Groups are encouraged to correct sentence structure.</p>	
HEADERS	<p>Review of headers and why they are essential in technical writing. What can headers do to improve how we communicate our message?</p>
IMPORTANCE OF CREATING AN OUTLINE	<p>Review the fundamentals of creating an outline. Who needs to be involved? Why are outlines important to technical writing assignments? What can we do to improve our outlining skills?</p>
FINAL ASSIGNMENT	<p>Groups will have the rest of the day to complete their final assignments.</p> <p>Groups will be provided with a topic in which they must create an outline to be handed in with their final assignment on Day 2.</p> <p>The outline needs to address the following elements:</p> <ul style="list-style-type: none"> • audience identification • informative or persuasive (groups to justify choice) • introduction sentence • subtopics about their content

DAY 2	
REVIEW OF DAY 1	Review elements completed on Day 1. Optional additional exercise based on Day 1 fundamentals (if time permits).
OUTLINE EXCHANGE	Groups will exchange their outlines and have 15 minutes to explain their thoughts associated with their final assignment to the other groups.
Break	
GROUP PRESENTATIONS	Each group to present their final content developed on Day 1. The time allotted for each group is 10 minutes. The requirements for the presentation are as follows: <ul style="list-style-type: none"> • team introductions • everyone needs to participate • summary of the audience identification
GROUP FEEDBACK	Based on the outline exchange, groups will assess the presentation based on the outline created to ensure consistency.
Lunch	
IMPORTANCE OF LAYOUT	Discuss layout strategies. How can we serve to communicate our information to others? Why is this hard? What can we do to assist all potential audiences of our technical writing assignments?
MEANINGFUL LANGUAGE	Review techniques associated with expressive language. How do gender equality and emphasis on social procurement impact our writing?
WORK-LIFE BALANCE	What can we do to ensure that our technical writing assignments are completed effectively? Discuss the concept of burnout. What can we do to overcome these feelings? How can we proactively encourage others?