Technical Writing
Courseware Design

SPARTAN
Allied Services
Deliver Results - Create Value

Program Overview

This course is designed to prepare technically competent individuals to sharpen up their communication skills through written documents, whose importance to enhancing its individual competence is through preparation and analysis of common technical writing genres, such as emails, letters, resumes, memos, reports, technical descriptions, technical proposals and manuals. In addition, participants will also be challenged to creatively enhance its written skills to effectively communicate to its intended audience in terms of organization, visual design, style and the production of such documents.

Duration

2- Day Program

Learning Objectives

At the end of this training, participants will be able to:

- Understand the logic and reason why is there a need to effectively communicate in various platforms
- guide the writer in the course of developing written materials with fundamental ideas and concepts of technical writing
- have an organization on the thought process of creatively developing documents while effectively communicating across interested individuals or groups
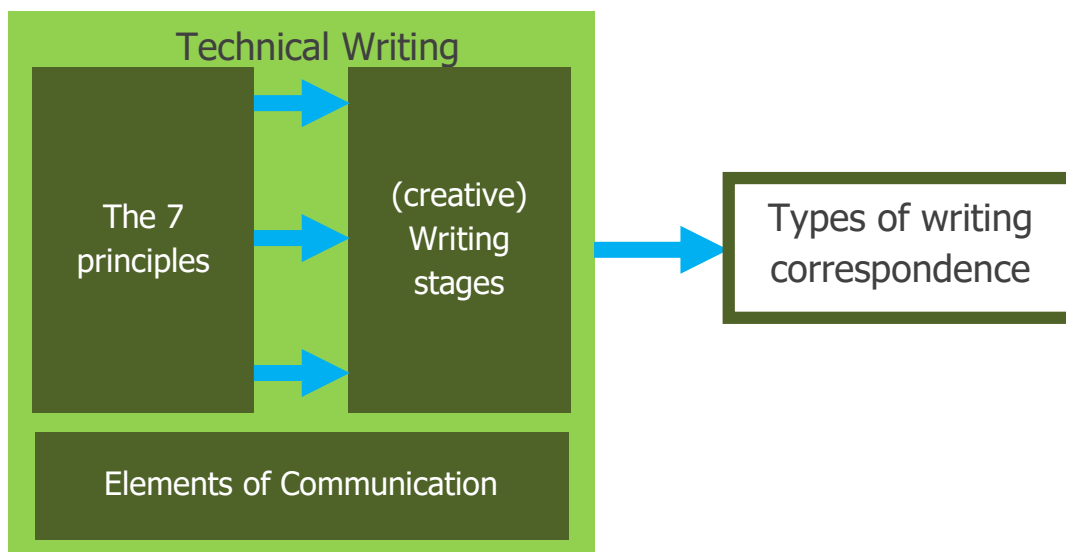
Program Topics

- Introduction- the basic features of technical writing
  o About technical writing and the different forms
  o Critical thinking and Writing on-demand
- Elements of communication
  o Sender
  o Ideas
  o Encoding
  o Communication Channel
  o Decoding
  o Feedback
- The seven principles of effective writing
  o Appropriating content to the audience
  o Focus and unity
  o Organization
  o Development
  o Sentence structure
  o Diction and word usage
  o Mechanics
- Writing in stages

  o Pre-writing and researching
  o Organizing and the first rough draft
  o Revising and editing
- The types of technical correspondence
  o Analyses
  o Memos/ circulars
  o Letters
  o Reports
  o Manuals

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- o Abstracts
- o Proposals

Structure

The course design is structured based on effective writing by means of internalizing three key foundations- elements of communication (to understand the logic and reason why is there a need to effectively communicate in various platforms), the seven principles of effective writing (to guide the writer in the course of developing written materials) and the writing stages (to have an organization on the thought process of creatively developing documents while effectively communicating across interested individuals or groups). These thought blocks are then applied by being acquainted with the types of writing correspondence and test their skills on a practical approach.

Alignment

Learning Objective	Topics	Assignment & Activities	Assessment

Understand the logic and reason why is there a need to effectively communicate in various platforms	• Introduction- the basic features of technical writing
	  o About technical writing and the different forms
	  o Critical thinking and Writing on-demand
		Video presentation
		Lecture
		
		Activity 1:
		Moon can you hear me?
			Pre-test:
			On-the-spot writing contest

guide the writer in the course of developing written materials with fundamental ideas and concepts of technical writing	• Elements of communication
	  o Sender
	  o Ideas
	  o Encoding
	  o Communication channel
	  o Decoding
	  o Feedback
	
	• The types of technical correspondence
	  o Analyses
	  o Memos/ circulars
	  o Letters
	  o Reports
	  o Manuals
	  o Abstracts
	  o Proposals
		Lecture
		
		Activity 2:
		Writing exercises
		
		Activity 3:
		Communication exercise (Elements of Communication)
			Outputs review of the activities

have an organization on the thought process of creatively	• Writing in stages o Pre-writing and	Lecture	Outputs review of the activities

developing documents while effectively communicating across interested individuals or groups	researching
	   o Organizing and the first rough draft
	   o Revising and editing
	• End case: tips for making presentation douments
	
	• The types of technical correspondence
	   o Analyses
	   o Memos/ circulars
	   o Letters
	   o Reports
	   o Manuals
	   o Abstracts
	   o Proposals
		Activity 3:
		Writing exercises (Proposal writing)
		
		Activity 4:
		Making presentation materials
			Post-test:
			On-the-spot writing contest

Course Sequence and Material Requirements

Day/ Time	Topics/ Activities
Day 1 (AM Session)	Session Pre-test Learning objective 1
Day 1 (PM Session)	Learning objective 2 (part 1)
Day 2 (AM Session)	Learning Objective 2 (part 2)
Day 2 (PM Session)	Learning Objective 3 Session Post-test

N.B. duration of each sections may vary depending on the learning pace

Target participants

- Technical Experts and Specialists

Material requirements

a. Courseware material (participant's manual)
b. Dictionary and/or thesaurus (whether hard copy or as a smartphone app)
c. Flip charts
d. Blank bond papers (A4)
e. Colored whiteboard markers
f. Colored permanent markers
g. Group laptops (at least 3, for activity 4)

Pre-requisites

Participants must have at least have a background and experience in the use of English language, both oral and written, with more preference to the latter.

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