TECHNICAL WRITING

Nature of the Course: Theory + Practical
Total Hours per Day: 2 Hours
Course Duration: 2 Weeks

Course Summary

This course includes technical writing as well as other types of writing. The fundamentals of technical writing, knowing who you're writing for and why you're writing it, getting rid of the clutter in your writing with the goal of achieving effective and seamless communication, strong paragraphs and sentence structure, the fundamentals of writing (grammar and punctuation), insights into collaborative writing, planning and preparing a technical report/white paper, and an efficient and organized writing method are topics covered in this course.

Completion Criteria

After fulfilling all of the following criteria, the student will be deemed to have finished the Module:

- Has attended 90% of all classes held.
- Has received an average grade of 80% on all assignments
- Has received an average of 60% in assessments.
- The tutor believes the student has grasped all of the concepts and is ready to go on to the next module.

Required Textbooks

- Kieran Morgan, "Technical Writing Process", Technical Writing Process.
- Krista Van Laan, "The Insider's Guide to Technical Writing", XML Press.
- Phillip A. Laplante, "Technical Writing: A Practical Guide for Engineers and Scientists", CRC Press.

Prerequisites

- There is no prior educational level requirement for this course.

Course Details
Week 1
Introduction And Course Policies

- What is Technical Writing
- Types of Technical Documentation

Audience And Purpose

- The Reason Behind Writing
- Course Projects (CPs)

About Written Communication

- Communicating Effectively and Persuasively

Assignment 1: Brainstorming Three Ideas For Final Project

Week 2
Document Design

- Word Feature Demo
- Writing Collaboratively through Google Docs / MS Word

Technical Reports

- Primary and Secondary Research
- Outline of Reports

Strengthen Your Writing

- Key Strategies and Habits
- Controlling Your Message

Technical Documentation

- Ways of Documenting a Project / White Paper

Assignment 2: Take-Home Grammar Exercises

- Classroom Project's Final Presentation: Draft of the Document

Labs

Lab assignments will focus on the practice and mastery of contents covered in the lectures; and introduce critical and fundamental problem-solving techniques to the students.

Learning Outcomes

- Study management communication settings and genres, explore current business themes, and produce final professional workplace papers to have a better understanding of professional writing.
- Recognize, explain, and apply the formal aspects of organizational communication genres such as white papers, recommendation and analytical reports, proposals, memorandums, web pages, wikis, blogs, business letters, and promotional publications.
- Understand the ethical, international, social, and professional restrictions of audience, style, and substance in writing situations.
- Understand contemporary resources (such as search engines and databases) for accessing secondary data, as well as effective primary data collection procedures.
- Experiment with the distinct characteristics of professional rhetoric and writing.