ENGLISH

🖋️ Technical Writing Training (Trainee Version)

Welcome to your **Technical Writing Training!**

This guide will help you understand what technical writing is, what tools you'll need, and how to start creating professional documentation step-by-step.

You don't need to be an expert — you just need curiosity, practice, and the right workflow.

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1. Introduction to Technical Writing

💡 What Is Technical Writing?

Technical writing means explaining **complex ideas in a simple, clear way**.

You'll write guides, manuals, or instructions that help others understand how things work.

You'll find technical writing in:

- Software and IT documentation
- Product manuals
- Healthcare guides
- Standard Operating Procedures (SOPs)

Your main goal: **Make information easy to read and easy to use.**

📖 A Short History

Technical writing started during **World War II**, when engineers needed to record instructions for machines and military systems.

As technology grew, so did the need for people who could explain it.

Now, writers are essential in **IT, software, healthcare, and finance** — anywhere people need help understanding complex tools.

🧠 Basic Skills Needed

You don't need a specific degree. You need:

- Good grammar and clear writing
- The ability to learn new topics quickly
- Attention to detail
- Basic computer and design knowledge

🌍 Job Outlook (2025)

- **Job growth:** +7% (U.S. BLS)
- **Industries:** IT, software, healthcare, and SaaS
- **Average salaries:**
  - U.S. / Canada → $55K–$110K
  - Europe → €35K–€90K
  - Latin America → $15K–$55K
  - Asia → $12K–$50K
  - Freelancers → $20–$60/hr

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2. Areas to Develop

✍️ Writing & Communication

Good technical writing means:

- Short sentences
- Clear structure
- Simple words
- Active voice

Edit often — clarity comes from rewriting.

🎯 Audience Analysis

Always ask:

- Who will read this?
- What do they know already?
- What do they need to do after reading?

Example: A software guide for developers is not the same as a setup guide for customers.

🤝 Interviewing & Collaboration

You'll often work with **Subject Matter Experts (SMEs)** — engineers, doctors, or technicians.

To get the right info:

- Ask specific questions
- Take notes carefully
- Confirm details before writing
- Stay respectful and professional

🧩 Critical Thinking

You'll face incomplete or confusing info.

A good writer:

- Breaks things down into steps
- Checks facts in multiple sources
- Explains without guessing

🔍 Technical & Research Skills

You don't need to be a tech genius — just be curious.

Practice by:

- Reading product manuals
- Watching YouTube tutorials
- Writing "how-to" summaries
- Exploring free tools

Strong research habits make great writers.

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3. Tools & Software

⚙️ Essential Free Tools

Tool	Purpose
Google Docs	Write and format your projects
Grammarly	Fix grammar and tone
Notion	Organize your drafts and notes
Google Drive	Store and manage your files

🎨 Design & Formatting Tools

Tool	Purpose
Canva (Free)	Create simple visuals and covers
Draw.io	Build diagrams and flowcharts
iLovePDF / SmallPDF	Merge or compress PDFs

📚 Style Guides

Follow these professional standards:

- **Microsoft Manual of Style** → tone and grammar
- **Google Developer Style Guide** → clear and inclusive writing
- **ChatGPT** → ask for help rewriting or simplifying text

💻 Coding Knowledge (Optional)

Learn a little HTML, Markdown, or XML.

It helps when writing web-based documentation — but it's optional for beginners.

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4. Learning Path

📒 Step 1 — Learn the Basics

Start with **free online courses:**

- [Roadmap.sh Technical Writing Course](#)
- [Google Technical Writing Course](#)

🧩 Step 2 — Apply What You Learn

After each lesson:

- Write a short 1-page guide about something you know
- Summarize a tutorial
- Rewrite a confusing article

📘 Step 3 — Learn from Real Examples

Study professional docs like:

- **MDN Web Docs**
- **Google Cloud Docs**
- **Microsoft Learn**

Look for structure, visuals, and short sections.

📚 Step 4 — Build a Personal Knowledge Base

Use **Notion** or **Google Drive** to store:

- Templates
- Style guides

- Notes
- Drafts and final versions

This becomes your **portfolio foundation**.

💼 Step 5 — Build Your Portfolio

Pick 3–5 projects that:

- Explain real processes
- Have good structure and visuals
- Show your growth as a writer

Quality matters more than quantity.

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5. Free Tools Setup

🖊️ Writing & Editing

Tool	Use
Google Docs	Write and format
Grammarly	Fix tone and grammar
Notion	Organize ideas
ChatGPT	Improve and simplify text

🎨 Formatting & Design

Tool	Use
Canva (Free)	Create visuals and headers
Draw.io	Make flowcharts and diagrams

📂 File Management

Tool	Use
iLovePDF / SmallPDF	Merge and compress files
Google Drive	Store and share documents

📑 Style & Consistency

Use guides to stay consistent:

- Microsoft Manual of Style
- Google Developer Style Guide
- Grammarly for tone and clarity

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6. Workflow Setup (No Cost)

🧭 Planning

1. Open **Notion** → Create a project page.
2. Add subpages: **Research**, **Outline**, **Drafts**.
3. Gather all materials.
4. Define your audience and purpose.

✍️ Writing

1. Start writing in **Google Docs**.
2. Use headings (H1, H2, H3).
3. Write short paragraphs.
4. Use Grammarly for review.
5. Use ChatGPT for feedback or simplification.

🎨 Formatting

1. Add visuals from **Canva** or **Draw.io**.
2. Keep text aligned and clean.
3. Remove unnecessary details.

📤 Export & Delivery

1. Merge or compress PDFs with **iLovePDF**.

2. Store them in **Google Drive**.

3. Name folders clearly:

   `/Technical Writing Projects/Project Name/Date`

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7. Final Project

You'll make **two projects** — each with **two versions**:

- **Managerial Version** → professional tone
- **Trainee Version** → simpler explanation

🧠 Project 1 — Personal Topic

Write about something you already know:

- Example: "How to Create a Notion Dashboard"
- Include steps, tools, and visuals

💼 Project 2 — Workplace Topic

Document a real workflow from your job:

- Example: "How to Handle Customer Requests" or "Daily HR Tasks"
- Include steps, tools, and best practices

📊 Deliverables

- One main document (2–5 pages)

- Optional Canva or PowerPoint summary
- Two versions (Managerial + Trainee)

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8. Closing & Next Steps

Congratulations — you've completed your training!

You now know how to:

- Write clearly and simply
- Use free tools to create professional docs
- Build your first writing portfolio

🧱 Build Your Portfolio

Use Notion, Google Drive, or Wix to show your work:

1. Short bio
2. Skills list
3. 2–3 best projects
4. Contact info

🌍 Find Opportunities

Start small:

- LinkedIn → "Technical Writer" remote roles
- Upwork / Fiverr → beginner documentation projects
- Indeed → "Junior Technical Writer"

Industries hiring now:

- Cybersecurity
- Healthcare
- Fintech
- Education

🚀 Keep Learning

- Try **UX Writing** or **API Documentation**
- Learn Markdown
- Study other writers' work
- Practice daily

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9. References

- [Roadmap.sh Technical Writing](#)
- [Google Technical Writing Course](#)
- Microsoft Manual of Style
- Google Developer Style Guide
- Grammarly / ChatGPT
- U.S. Bureau of Labor Statistics (BLS)
- OpenAI (GPT-5)