



## Technical Writing Workshop

What is technical writing, anyway? It seems like everyone has a different definition.

Here's mine: *Technical writing conveys particular information to a particular audience for a particular purpose, often about scientific subjects.*

You can compare this with poetry, novel writing, or advertising writing to see the contrast.

O.K. What is **good** technical writing?

- Good technical writing focuses on audience and purpose, not just on the science. It explains, in simple language for specific users, how to perform a specific task in a specific way. It reduces jargon to a minimum. It uses short sentences, simple words and phrases, active voice, personal style, and verbs instead of nouns.
- Good technical writing uses proven methods for clearly displaying information in the most understandable form (charts, tables or appendices) depending on the audience, the information, and the purpose.
- Good technical writing has a clear, logical organization that guides the reader through the concepts in the proper order.

This is a hands-on workshop. You are encouraged to bring any technical documents you are currently working on (hard copy or electronic) for specific analysis and suggestions. You can then apply the course concepts to your documents throughout the day.

The end result will be a major advance in the quality of your technical writing. You will have more effective reports that are easier to read and understand.

### Who Should Attend?

- Earth, Agricultural, Social, and Political Scientists
- Directors, Managers, Supervisors, Team Leaders, and Administrators
- Marketing, Communications, and Public Relations Managers
- Engineers, Designers, Technicians, and Technologists
- Accounting, Financial, and Other Business Professionals
- Anyone who wants to be a better technical writer

*Agenda...2*



# Technical Writing

**Steven can tailor the content to meet your specific needs.  
Participant workbook and individual attention  
will noticeably improve your writing.**

## Applications of Technical Writing

- Technical reports: structure and process
- Types of technical reports: an overview
- Organizational policies and procedures
- Progress reports and user guides
- Proposals
- Abstracts
- Introductions and conclusions

## Document Design

- Book design overview
- Page design overview
- Graphics, charts, appendices, and tables
- Footnotes
- Report format and final packaging
- Highlighting and emphasis
- Indexing
- Headings and lists

## Processes and Guidelines

- From audience to rough draft
- Power revision techniques
- Libraries, documentation, cross-referencing
- Basic sentence patterns and elements
- Common grammar, usage, and punctuation problems
- Information structures
- MS Word Tips and Techniques

## Duration:

One day at your location  
Maximum workshop size: 30

*"I especially liked the activities and practical work on the organization of ideas and the clarification of the executive summary part of a report."*

*"Interactive, useful, I would like more than just one day. Steven is a great speaker. Clearly excited and interested in his subject matter."*

## Workshop Leader



**Steven Moore** is Adjunct Professor of Communications and Communications Coach at the Queen's School of Business in Kingston, Ontario.

He has written for hundreds of corporate and business clients such as RBC Funds, CI Funds, Toronto Dominion Bank, CBC Radio, AT&T, Scotiabank, Canada Life, Empire Life, Bell Canada, Loyalist College, CIBC, Ontario Hydro, Lansing Buildall, and the Canadian Cancer Society.

A Member of the Editor's Association of Canada, Steven's teaching experience also includes the University of Toronto, Queen's School of English, and Loyalist Training and Development Centre.

Steven has delivered more than 1,000 workshops to corporate clients such as Bell Canada, Domtar, Eagle's Flight Creative Training Excellence, Inc., Addiction Research Foundation of Ontario, Novartis, City of Belleville, Invar, Wilkinson & Company LLP, and Conservation Ontario. His clients have laughed, felt encouraged, and learned to write more effectively.