

## Technical Writing

**Length:** 1 to 2 Days

**Summary:** The outline below describes the course content and teaching flow on the basics of creating technical documents for those needing to create, edit, and finalize technical documents.

**Course Objectives:** At the end of the course, participants will be able to:

- Describe the purposes for technical documentation
- List differences between technical writing and other forms of writing
- List deliverable types of technical documents
- Determine audiences for technical documents
- List resources for technical content
- Create technical content using appropriate writing styles
- Edit non-technical content into technical styles and formatting
- List common parts found in technical documents
- Edit and publish technical documents

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## COURSE CONTENT

### 1. TECHNICAL WRITING OVERVIEW

- a. How technical writing differs from other writing types
- b. What makes documents technical
- c. Where technical writing is used
- d. What types of deliverables are commonly created

### 2. TECHNICAL DOCUMENT DESIGN

- a. Audience analysis
- b. Deliverable analysis
- c. Research

### 3. TECHNICAL DOCUMENT CREATION

- a. Development tools
- b. Formatting requirements
- c. Document layout
- d. Technical writing styles
- e. Grammar and usage
- f. Documentation file types

### 4. TECHNICAL EDITING

- a. Editing existing content
- b. Reviews and approvals

### 5. TECHNICAL DOCUMENT COMPLETION

- a. Final document approval
- b. Document publication
- c. Document archiving