



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Technical Writing in the Corporate World First Edition

Course Number: AXO84–108

Days: Self–study

Description: This clearly written book was developed for those who want to learn the basics of effective technical writing. Special attention is paid to how to plan, organize, develop, and edit technical documents for the best results.

Course Content

Section 1: Understanding Technical Writing

Understanding Technical Writing
Surveying Your Attitudes toward Writing
Knowing Your Audience
Case Study 1: Analyzing an Audience

Exercise: Evaluating Effective Technical Writing
Understanding the Writing Process

Exercise: Thinking About Your Writing Process
The Five C's of Report Writing

Section 2: Developing the Technical Document

Developing the Technical Document
Correspondence
The Memo, The Cover Letter
The Resume, Reports, The Trip Report
The Activities Report, Proposals
The Brief Proposal, The Extended Proposal
Case Study 2: Thinking Argumentatively
Procedures
Long Documents
Exercise: Collecting Model Technical Documents

TOC Continue...

Section 3: Editing the Technical Document

Editing the Technical Document

Organization

Style

Correctness

Exercise: Identifying the Seven Deadly Errors of Technical Writing

Pronoun–Reference Agreement Problems

Subject–Verb Agreement Problems

Vague Pronoun Reference

Dangling Modifiers

Overuse of Passive Voice

Inappropriate Comma Use

Inappropriate Semicolon Use

A Note on Editing

Section 4: Conclusion: The Importance of Technical Writing

Appendices

Appendix A: Building a Community of Technical Editors

Appendix B: Word Processing for the Technical Writer

Appendix C: Technical Writing and English as a Second Language

Appendix D: For Further Reading

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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