

WEBINAR: Technical Writing for Beginners



Overview

Technical writing is to be able to describe complex technical ideas and concept coherent and clear so that users/audience can understand and benefit from what message is being conveyed by the writer.

This seminar focuses on skills needed by technical people to ensure their output has a positive impact on their audience and readers. It provides attendees with the right process for planning, writing, and editing technical documents, including assessing the needs of users and selecting document formats.

Objectives

- To communicate clearly and effectively to customers, end users and other audiences by producing an error free and simplified documents.
- To learn how to sequence information for a more structured and easier to understand content.

Who Should Participate

- Those involved in research and development, I.T., sales, marketing, teachers and other professionals who would like to kick start or supplement their learning in Technical Writing and later apply it towards their careers or industries.

Key Topics

I. What is technical writing?

- Examples of technical writing
- Difference of technical writing from other forms of writing

II. Principles of technical writing

III. Technical communication skills

- Characteristics of good technical writing

IV. Writing technical documents

- Focusing on user task
- Creating an outline

V. Proofreading and editing

VI. Workshops

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Duration

- 6 hours

Webinar Fee

- Php 3,500 per participant (inclusive of e-Handouts and e-Certificate) to be paid at least 3 banking days before the event

Requirements

- Mobile phone, tablet, computer or laptop
- Download free ZOOM app
- Internet connection
- Good audio connection

Reservation

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