

EFFECTIVE TECHNICAL WRITING

Improve your technical writing—without compromising your technical message!
Seminar #2216

Overview

If writing technical information and effective memos, letters, reports, manuals, instructions, documentation, specifications or proposals is a tough proposition—this technical writing course is for you. This intensive 3-day seminar will show you proven technical writing approaches and techniques that you can apply back on the job to achieve successful technical written communications. Bring a current project and get one-on-one feedback.

Schedule

- [3] days

- [3] days - **\$2,195** Non Members
- [3] days - **\$1,995** AMA Members
- [3] days - **\$1,708** GSA

Credits

18PDU /1.8 CEU

Schedule

We have 19 scheduled sessions located nationwide starting between 5/30/2012 - 2/20/2013

Date	Location	Duration
May 30, 2012 - Jun 1, 2012	Arlington/Washington DC, DC	3 Days
Jun 20, 2012 - Jun 22, 2012	New York, NY	3 Days
Jun 27, 2012 - Jun 29, 2012	Chicago, IL	3 Days
Jul 23, 2012 - Jul 25, 2012	Boston, MA	3 Days
Aug 1, 2012 - Aug 3, 2012	San Francisco, CA	3 Days
Aug 13, 2012 - Aug 15, 2012	Arlington/Washington DC, DC	3 Days
Aug 22, 2012 - Aug 24, 2012	New York, NY	3 Days
Sep 12, 2012 - Sep 14, 2012	Philadelphia, PA	3 Days
Sep 19, 2012 - Sep 21, 2012	Chicago, IL	3 Days
Oct 17, 2012 - Oct 19, 2012	San Diego, CA	3 Days
Oct 24, 2012 - Oct 26, 2012	New York, NY	3 Days
Nov 7, 2012 - Nov 9, 2012	San Francisco, CA	3 Days
Nov 26, 2012 - Nov 28, 2012	Arlington/Washington DC, DC	3 Days
Dec 3, 2012 - Dec 5, 2012	New York, NY	3 Days
Dec 5, 2012 - Dec 7, 2012	Denver, CO	3 Days
Dec 10, 2012 - Dec 12, 2012	Chicago, IL	3 Days
Jan 16, 2013 - Jan 18, 2013	Arlington/Washington DC, DC	3 Days
Feb 11, 2013 - Feb 13, 2013	San Francisco, CA	3 Days
Feb 20, 2013 - Feb 22, 2013	New York, NY	3 Days

Registering more than 4 people, please call 1-877-566-9441.

How You Will Benefit

- Organize your material by purpose and audience
- Write with greater clarity and precision—in less time
- Present complex technical information simply
- Know the purpose of your writing before you begin
- Recognize the needs of your audience
- Learn how to use illustrations
- Produce final drafts to make the “write” impression with your superiors

What You Will Cover

- The basics of good technical writing
- Understanding the needs of your audience
- Planning and organizing the project
- Overcoming writer’s block
- Selecting the appropriate format for your audience
- Preparing manuals, proposals and documentation
- Understanding sentence structure and powerful word usage
- The essentials of electronic writing
- Simplifying complex information/edit and revision techniques
- Incorporating graphs, charts and tables

Who Should Attend

Engineers, scientists, IT/computer personnel and people in R&D and other technical areas, as well as business professionals at all levels.

Special Feature

Bring a sample writing piece for one-on-one feedback.

Ways to Register

- [Register Online](#)
- Call 1-877-566-9441 for an AMA Training Consultant
- Email customerservice@amanet.org
- Fax [AMA Text Registration Form](#)
- Mail [AMA Text Registration Form](#)