

American Management Association's Effective Technical Writing

Learning Objectives

- Distinguish Among the Elements of Technical Documents
- Create a Full Range of Technical Documents with a Solid Structure
- Use Templates to Jumpstart the Writing Process
- Use Techniques for Overcoming Writer's Block
- Evaluate Technical Data Based on the Writer's Purpose and the Reader's Concerns
- Prepare Detailed Messages with a Style for Technical and Nontechnical Writers
- Structure the Format to Enhance Presentation and Ideas
- Use Linking Words and Phrases in Sentences and Paragraphs
- Apply Best Practices for Displaying Visual Information
- Edit Language for Precision, Clarity, and Conciseness
- Choose Language for Appropriateness
- Summarize Complex Issues with Authority

The Landscape

- Define Technical Writing
- Identify Characteristics of Technical Writing
- Distinguish Between Two Commonly Used Technical Writing Styles
- Classify the Challenges That Technical Writers Face

The Maps

- Distinguish Among the Elements of Technical Documents
- Identify a Full Range of Technical Documents with a Solid Structure
- Use Templates to Jumpstart the Writing Process

The Technical Writing Process

- Overcome Writer's Block
- Generate Ideas Through an Efficient Writing Process

The Technical Writing Product

- Evaluate Technical Data Based on the Writer's Purpose and the Readers' Concerns
- Assess Your Own Writing Style Based on the Audience

Organizing Ideas

- Compose Effective Patterns of Technical Writing
- Structure the Format to Enhance Presentations and Ideas
- Use Linking Words and Phrases in Sentences and Paragraphs

Visualizing Ideas

- Apply Best Practices for Displaying Visual Information
- Use the Full Range of Illustrations in Technical Writing

Editing at the Sentence Level

- Identify Common Sentence Problems and Their Solutions
- Edit Imprecise, Unclear, or Wordy Sentences
- Combine Sentences for Fluency
- Edit Sentences for Active Voice
- Edit Sentences for Parallel Structure

Editing at the Word Level

- Choose Correct Grammar, Words, Punctuation, and Mechanics
- Summarize Complex Issues with Authority