American Management Association's
Effective Technical Writing

LESSON ONE
The Territory: Employing the Standards of Effective Technical Writing

• Distinguish Among the Elements of Technical Writing
• Create the Full Range of Technical Documents with a Solid Structure
• Decide on the Best Organization Pattern for Conveying Technical Information

LESSON TWO
The Task: Getting Started Efficiently

• Use Techniques for Overcoming Writer’s Block
• Evaluate Technical Data Based on the Writer’s Purpose and the Readers’ Concerns
• Prepare Detailed Messages with a Style for Technical and Nontechnical Readers

LESSON THREE
The Techniques: Organizing Messages Strategically

• Structure the Format to Enhance Presentations and Ideas
• Use Linking Words and Phrases in Sentences and Paragraphs
• Apply Best Practices for Displaying Visual Information

LESSON FOUR
The Tweaks: Achieving Precision, Clarity, and Conciseness

• Edit Language for Precision, Clarity, Conciseness
• Choose Language for Appropriateness
• Summarize Complex Issues with Authority

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