

**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