Technical Writing Skills

This workshop helps you with typical technical writing problems: getting your thoughts onto paper, explaining complex information in laypersons' terms and writing simple and effective processes and instructions.

You will learn how to structure your test and lab reports using the tried and tested IMRaD formula. You will also take part in a fun experiment which will form a project running through the workshop.

Outcomes

After taking this workshop, you should be better able to:

- translate complex ideas into clear, logical and technically accurate documents
- produce technical information for non-specialist audiences
- help your readers to take action or make decisions more effectively

This workshop is for you if…

You need to make your technical reports more readable and easier to understand.

Technical Writing Skills – Course outline

Module	Module content
Understanding your reader	• Building information about your readers • Focusing on your readers' needs • Using a reader analysis chart • Generating your content
Processes and instructions	• Best practice for writing instructions • Project – writing instructions • Describing a piece of equipment • Project – describing a process
Test and lab reports	• Project – conducting a test • The purpose of your reports • Titles and abstracts • Exploring the IMRaD structure • Project – writing a test report
Reviewing	• Clarity and conciseness • Using articles effectively • Dealing with technical language • Giving definitions • An editing process • Project – editing your reports