

PROGRAM STRUCTURE

Technical Writing Program

Module 1: Introductory Technical Writing and the Writing Process

- Introduction to Technical Writing
- Technical writers- who are they and what do they do
- Technical Writing: Application Areas, Jobs and Positions
- Primary Documents
- Secondary Documents
- Tertiary Documents
- The Writing Process: Stage 1- Prewriting
- Stage 2- Writing
- Stage 3- Rewriting
- Task Analysis

Web Resources:

- The ABC's of the Writing Process
- Proofreading Strategies
- A Website directed to a particular audience
- Guidelines for Revision (Georgia Tech)
- Audience Analysis

Module 2: Nuances of English Usage in Technical Writing

- Elements of Style
- Types of Words
- Punctuation
- Types of Text, Choice of Words and Phrases
- Lesson 1: Sentences
- Lesson 2: Paragraphs
- Lesson 3: US and UK English

Web Resources:

- Guide to Grammar and Writing
- OWL: Online Writing Lab
- Elements of Style
- Merriam-Webster Online Language Center
- Resources for Writers and Writing Instructors

Module 3: Structured Description, Structured Layout & Introduction to Important Tools in Technical Writing

- Structured Description- An Introduction
- Components of Structured Description
- Creating a Structured Description
- Structured Layout
- Letter Writing- Components of a Letter
- Letter Formats
- Types of Letters
- Important Tools for Technical Writers

Web Resources:

- Basics of business letters from the Purdue Online Writing Lab
- MS Word vs Frame-maker
- Download free trial of Adobe Frame-Maker 9
- Download free trial Adobe Robo-Help 8
- Download free trial MS Visio
- Download free trial of Quadralay WebWorks

Module 4: Document Design Aspects and Writing Technical Descriptions

- Document Design Aspects
- Headings
- Lists
- Special Notices
- Graphics
- Technical Description
- Technical Description: Sample 1
- Technical Description: Sample 2

Web Resources:

- Design Fundamentals
- A Collection of Fonts
- Cool Archive

Module 5: Writing Technical Documents & Ethics in Technical Writing

- Instructions
- User Manuals
- Software Requirements Specifications
- Electronic Mail
- Online Help

- Websites
- Ethical Norms, Rights and Permissions

Web Resources:

- How to Publish a Great User's Manual
- Hazard Alert Icons
- IEEE Recommended Practice for Software Requirements Specification
- Seven Annoying E-mail No-No's
- Learn Good Web Design by Looking at Bad Web Design
- Web Page Analysis (John December)
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- Introduction to HTML
- HTML Goodies
- Citing Sources and Listing References

Module 6: Introduction to Darwin Information Typing Architecture (DITA) and Technical Editing

- Introduction to DITA
- Tips for Writing Clear and Useful Procedures
- Why do I need to Chunk Information?
- Content Reuse
- Concept Maps in DITA
- Introduction to Copy editing
- Copy editor's Symbols
- Using a Style-sheet
- Copyediting newspaper articles
- Magazine Copy-editing
- Copy editing your own work