

Bio
Pharma
Chem

Skillnet,

Introduction to Technical Writing



Delivered by:

Professional TRAINING

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Who should attend?

Participants should be committed to delivering reports, manuals and routine communications that address the needs of their target audience effectively and efficiently.

Goals

Great technical writing will help any reader understand quickly and clearly: poor technical writing delays, confuses and often irritates. This course aims to ensure that participants can make their technical documentation accurate, brief, clear, complete and, above all, useful.

Training Style

The workshop will be highly participative and constantly seek to anchor the skills and knowledge in the participants work situation.

People learn by best by “doing” and the content will combine generic learning inputs with “smart practice” using predefined exercises and referencing documents and situations specific to the client company where possible.

Proposed Content

Getting the Reader into focus:

- Understanding all the forces at play in the communications arena
- The first principle of effective communicating
- Profiling the reader
- Persuading the reader

Structure and process:

- Identifying the right structure
- Preparing your document - The Five Step Process
- Drafting and polishing
- Editing and checking

Effective writing skills:

- The TAB3C channel to effective writing
- Timing is important!
- How to make your reports accurate and complete

- Common enemies of brevity and how to beat them
- The four steps to writing concisely
- How to structure sentences
- How to avoid ambiguity and vagueness
- The danger of double negatives
- Common enemies of clarity and how to beat them
- Using correct punctuation
- The wisdom of courtesy
- How and when to use jargon, abbreviations and shortenings
- When to use the active or passive voice in writing

Specific Technical Reports:

- Knowing your end user
- Interviewing Subject Matter Experts
- Explaining jargon

- Style and consistency
- Does it work? - Smart testing
- Deviation and Incident Reports
- SOPs and User guides

The Writers' Miscellany:

- Lists – vertical and in-sentence
- Numbers, values and dates
- Fonts
- Graphs, tables and screen captures
- Tenses
- Abbreviations
- Capitalisations

- Future Developments
- Writing emails

Tips for using MS Word:

- Embedding videos and objects
- Using MS styles, navigation and automatic TOC
- Working with tables
- Time saving short-cuts in Word and the Quick Access Toolbar

The Trainer

Jack Foley is an economist, a company director and a business advisor. He is a highly skilled trainer and the author of numerous training manuals, business plans, user guides and articles on training and finance.

**This training is delivered on behalf of BioPharmaChem Skillnet by Professional Training.
For further information please contact training@bpcskillnet.ie or phone 087 997 0848**

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