

# Public Technical Writing Course

## Public Technical Writing Skills Course

Dates: January 14 -16, 2009

Location: University of Houston Small Business Development Center

Address: 2302 Fannin, Suite 200, Houston, Texas 77002

Who should attend: Auditors, Business Managers, Engineers, IT Professionals, and Project Managers

Fee: \$1395 before December 1, 2008

\$1495 after December 1, 2008

Group Discounts save \$50 per registration

## Benefits of attending

- Refresh your writing skills for reports, proposals, technical papers, processes and procedures, and policies
- Receive feedback about your document, which you work on during the course, from facilitators who are technical writers
- Receive job aids that can help you write concisely and clearly
- Learn time-saving and accuracy-improving editing techniques
- Learn helpful MSWord functions that can make the writing process easier

## Topics covered

### Day 1

- Reader-centered writing: audience assessment, document organization, visual cues
- Writer's block cures: outlining, mapping, and information type organizing
- Writing a draft: transforming the outline, where to start, silencing the perfectionist
- MSWord™ Tips and Tricks
- **In class practice and feedback**

### Day 2

- Grammar refresher: subject and verb agreement, active and passive voice
- Punctuation refresher: periods, colons, commas, capitalization, writing numbers
- Word choice and sentence structure
- Being concise and clear: slash and burn, wordiness, active voice
- MSWord™ Tips and Tricks
- **In class practice and feedback**

### Day 3

- Editing and proofreading: creating and using a checklist
- Executive summaries, value propositions, and other writing challenges
- MSWord™ Tips and Tricks
- **In class practice and feedback**

## To register

Please call 1+713.723.9142 and speak with Ivy Jody or Peggy Krohn or e-mail [ivy.jody@sheaws.com](mailto:ivy.jody@sheaws.com) or [peggy.krohn@sheaws.com](mailto:peggy.krohn@sheaws.com).