



Technical Writing (ONLINE) - PAPA2566

From computer manuals, scientific reports and feasibility studies to training and policy manuals, project proposals and websites, the ability to explain technical information clearly and succinctly is highly valued. In today's knowledge economy, being able to convey ideas and information is an asset if not an essential skill. This four week online course is designed to teach professionals wanting to expand their skills and/or launch their career as a technical writer how to use words to solve problems and seize opportunities. By the end of this course, participants will be able to assess their audience, pinpoint their purpose, narrow their scope, organize their ideas, craft their strategy, present persuasive arguments, and write top quality reports and technical documents.

Topics:

- Types and styles of reports
- Clarifying your topic, purpose, audience, scope, style // strategy
- Managing the research process
- Organizing and chunking information
- Using simple, clear, succinct, concrete, specific language
- Adding structure and signposts to aid readers
- Illustrating your meaning with examples and graphics
- Technical writing career options

Learning Outcomes:

- Present technical information and instructions in clear, simple, easy-to-understand language
- Organize large, complex writing projects
- Use audience-appropriate technical sophistication
- Present complicated ideas in ways that are immediately understandable and actionable
- Produce user-friendly, professional quality materials

Computer Requirements: A week prior to the course start date you will receive an email from us with information on how to access the online course. At that time you will be encouraged to visit a short orientation website to familiarize yourself with our online learning platform. You will find the computer requirements for this course through this link:

<http://computerservices.royalroads.ca/computer equip requirements>

Facilitator: Judy Carter is an education, business communications, and media relations consultant. A learning facilitator with diverse experience, she teaches communication, teambuilding, conflict management, consensus building, critical and integrative thinking, and sustainability. In addition to teaching in RRU's MACAM, MEM, BJUS, BES and faculty professional development programs, Judy has taught for the University of Victoria, Simon Fraser University, Camosun College, Douglas College, and United Nations Virtual Development Academy. In her classes, Judy teaches participants the skills and insights they need to be the change they want they see in the world.

Length: 4 wks online

Date: Jan 23 – Feb 17, 2012

Times: asynchronous

Cost: \$325 (tax exempt)

Best to Register By: Mon, Jan 9, 2012

***Estimated time per week:** 5 hours, depending on the learner

To Register:

Register online at <http://www.royalroads.ca/continuing-studies> using Visa or MasterCard; or by telephone, Monday to Friday, 9:00 a.m. – 4:00 p.m. at **250-391-2600, ext. 4801**; or **Toll Free at 1-866-890-0220**. Or, come by in person to the Continuing Studies reception area in the **Grant Building, 2005 Sooke Road**, Victoria, BC, Canada V9B 5Y2.