

# Intermediate technical authoring

## Training course outline

Builds on the concepts and skills taught in our introductory course, teaching further key techniques that define high quality technical authoring, increasing your ability to create more effective technical documents.

This course forms the second module of Armada's ISTC-accredited Technical Authoring Training Programme. It is also ideal as a stand-alone course.



### Course summary

Teaches practical techniques for creating effective and consistent technical content. Sessions include:

- The Technical Writing Process.
- The Prewriting Step.
- Structuring Your Document.
- Creating Effective Document Content.
- Clarity in Technical Writing.
- Consistency and Correctness.
- Readability: Putting It All Together.

You will learn to:

- Produce effective technical documents that are easy to read, understand and act upon.
- Use a writing process structured around industry-standard best practice to improve the quality of your documentation.
- Improve the understanding of your documents by structuring information in ways that are helpful to your readers.
- Develop a clear writing style.
- Build readability through effective sentences, paragraphs and sections.

### Duration

Two days.

### Who should attend?

Those embarking on a career in technical authoring (after attending the introductory course), and existing technical authors who want to improve their skillset.

### In-class or live online

You can attend in-person at our centres, or participate live online from your place of work or home.

To read about our approach to online training, see [armada.co.uk/liveonline](https://armada.co.uk/liveonline).

### General information

For over two decades Armada was a leading provider of technical authoring services. Our background makes us ideally suited to offering technical author training.

Refreshments and lunch are provided.

Course fees can be paid by card or bank transfer. We accept purchase orders from UK-registered companies and public sector organisations.

### Course materials and certificate

You'll receive:

- A comprehensive training guide and practice files.
- An e-certificate (PDF) confirming successful course completion.

### Method of delivery

Training is designed for the busy professional, being short and intensive and combining lecture and demonstration. Practical exercises carried out under guidance help you learn the techniques taught.

You have ample opportunity to discuss specific requirements with the trainer.

### After course support

Following training, you're entitled to 30 days' email support from your trainer.

### Further information

See [armada.co.uk/course/ita](https://armada.co.uk/course/ita).

### Course syllabus

See over.

# Course syllabus

Session	Topics
<b>Introduction and overview</b>	
<b>Basics of technical writing</b>	<ul style="list-style-type: none"><li>The definition of technical writing</li><li>Key international technical writing standards</li><li>Writing tools for technical writers</li><li>Image creation tools for technical writers</li><li>The four types of writing</li><li>The six W's of technical writing</li></ul>
<b>The technical writing process</b>	<ul style="list-style-type: none"><li>Why people write ineffectively</li><li>Why you should treat technical writing as a project</li><li>The POWER process for technical writing</li></ul>
<b>The Prewriting step</b>	<ul style="list-style-type: none"><li>Identifying the document objective(s)</li><li>Understanding your readers</li><li>Four key audiences</li><li>The global audience</li><li>Adding detail to your audience analysis</li><li>The audience you don't support</li><li>Communication style issues</li></ul>
<b>Structuring your document</b>	<ul style="list-style-type: none"><li>Creating a body of knowledge</li><li>Defining structure and content</li><li>Brainstorming tools and techniques</li><li>Generating topics for a structure</li><li>Using the LATCH principle</li><li>Creating an outline prototype</li></ul>

Session	Topics
<b>Creating effective document content</b>	<ul style="list-style-type: none"><li>Six rules for writing headings</li><li>Writing effective topic sentences</li><li>Creating effective paragraphs</li><li>Varying sentence structures</li></ul>
<b>Clarity in technical writing</b>	<ul style="list-style-type: none"><li>Some rules of English that do not help technical writers</li><li>Common writing styles</li><li>The principles of Simplified Technical English (STE)</li><li>Grammar issues that affect technical writers</li></ul>
<b>Consistency and correctness</b>	<ul style="list-style-type: none"><li>Achieving consistency</li><li>Different spelling forms</li><li>Standards for numbers, capitals and punctuation</li><li>The use of contractions</li><li>Copy editing and proofreading</li></ul>
<b>Writing for translation</b>	<ul style="list-style-type: none"><li>Techniques for enhancing linguistic quality to aid high-quality translation</li></ul>
<b>Putting it all together</b>	<ul style="list-style-type: none"><li>Building readability into your documents from the start</li><li>Applying the techniques you have learned throughout the course</li></ul>