301-258-8200 | Sales@PhoenixTS.com | www.PhoenixTS.com

View Full Course Details including Latest Schedule Online

PHOENIX TS

Technical Writing Training

This instructor-led training course teaches participants to write clear, concise business documents. This training teaches students how to write proposals, reports, manuals, and letters.

BONUS! Cyber Phoenix Subscription Included: All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

Course Overview

Phoenix TS' Instructor-led Technical Writing course teaches participants to write clear, concise business documents within the Federal Workplace. This training course covers:

- Proposals
- Reports
- Manuals
- Letters

Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 301-258-8200.

Course Outline

Know Your Purpose and Your Writing Situation

- Identify the purpose of your writing and state the purpose in writing
- Create and use a work plan for your writing
- Key concepts
    - Writing purpose
    - Writer's situation
    - Writing work plan

Know Your Audience and Their Situation

- Identify your audience
- Recognize your audience's situation
- Key concepts
    - Audience concerns and characteristics
    - Audience education, experiences, and workplace locations
    - Audience attitude toward your writing purpose

Choose and Organize Your Content Around Your Purpose and Audience

- Research content of writing
- Choose content of writing
- Organize content of writing
    - Chronological
    - Classification and Division
    - Mechanism Descriptions

Write Clearly and Precisely

- Write a clear opening paragraph
- Write in language appropriate for readers
- Write in active voice
- Key concepts
    - What to include in an opening paragraph
    - Audience
    - Active voice
    - Pronouns
    - Active verbs
    - Keep writing simple
    - Collaborative writing

Use Good Page Design

- Produce documents that are accessible
- Produce visually attractive documents
- Key concepts
    - Templates
    - Headings
    - Page headers and footers
    - Appropriate text
    - Lists and table
    - Bold, italics and caps
    - White space

Think Visually

- Obtain and use visual representations
- Key concepts
    - Technical drawings, photographs, and other images
    - Google image search
    - Fair use laws
    - Style guides
    - Cultural considerations for images

Write Ethically

- Write balanced documents
- Write honest documents
- Credit sources
- Construct ethical graphs
- Key concepts
    - Plagiarism
    - Style Guides
    - Citations
    - Ethical graphs

Elements of Reports

- Create reports with all appropriate parts
- Key concepts

- Title page
- Letter of transmittal
- Preface
- Table of contents
- List of Illustrations
- Glossary
- List of Symbols
- Abstracts and Summaries
- Introduction
- Discussion
- Conclusion and recommendation
- Appendixes

Formats of Reports

- Know the formats and parts that make up the most common technical documents
- Key concepts
  - Instructions
  - Warnings
  - Theory
  - Glossary
  - Analytical reports
  - Proposals
  - Progress reports
  - Empirical research reports

Formats of Correspondence

- Write professional and effective business correspondence
- Key concepts
  - Elements of a letter
  - Memorandums
  - Email
  - Resumes
  - Application letters

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Phoenix TS is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints re-garding registered sponsors may be submitted to the National Registry of CPE Sponsors through its web site: www.nasbaregistry.org

Starting at **$1,495**

ATTENTION

For GSA pricing or Contractor quotes call 301-258-8200 – Option 2.

GSA

Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.

Included in this **Technical Writing Training**

- 2 days instructor-led training
- Technical Writing Training training book
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class*
- Tea, coffee and soda available throughout the day*
- Freshly baked cookies every afternoon*