

CENTER FOR PROFESSIONAL DEVELOPMENT**TECHNICAL WRITING**

80 Hours/12 Months/Instructor-Facilitated

Course Code: **CPD121****OVERVIEW**

Excelsior College has partnered with ed2go to bring you the Technical Writing program. It's increasingly important to be able to convey content in a tight, logical, direct manner, particularly in a fast-paced technological environment. The Technical Writing Online Training Program will help you take your technical writing abilities to a professional level. Technical writing is an important profession today, as evidenced by these facts:

- State governments spend \$221 million annually training their writers
- Employers spend an estimated \$3.1 billion annually on writing instructions for their employees
- According to survey results, two-thirds of salaried employees in large American companies have some writing responsibility
- Surveys of employers have shown that people with well-developed writing skills are consistently hired and promoted over those without those skills

OBJECTIVES

Upon successful completion of the Technical Writing program, you'll:

- Understand the differences between academic and technical writing
- Develop effective research methods
- Learn to consider the needs and abilities of the audience
- Know how to incorporate clarity and utility
- Develop job-hunting and resume-writing skills
- Become aware of ethical issues in technical writing
- Employ stylistic methods for effective writing
- Learn how to work as part of a team

MATERIALS INCLUDED

Excelsior College / ed2go will provide the following textbooks:

- *Technical Writing for Success*
- *Technical Communication*

OUTLINE

- I. Introduction to Technical Writing**
 - A. Defining Technical Writing
 - B. Types of Writing
 - C. Writing Inventory
- II. Understanding Your Role as a Technical Writer**
 - A. Ethics
 - B. Communication Dilemma
- III. The Communication Triangle: The Recipe for Establishing Common Ground With the Audience**
 - A. Choosing a Topic
 - B. Determining the Purpose for Writing
 - C. Analyzing an Audience
 - D. Evaluating Common Ground
- IV. Types of Technical Correspondence**
- V. The Seven Principles of Good Writing**
- VI. Writing as a Process**
- VII. Preparation: A Way to Generate Ideas**
- VIII. Research: The Access to Support**
- IX. Organization: The Key to Logical Paragraph Development and a Coherent Outline**
 - A. Writing Topic Sentences
 - B. Formulating Supporting Details
- X. Rough Draft: From Outline to Paragraphs**
 - A. Writing an Introduction Paragraph
 - B. Writing Body Paragraphs
 - C. Writing a Conclusion Paragraph
- XI. Revising and Editing**
 - A. Pitfalls to Avoid
 - B. Practices to Employ
- XII. The Final Word on Technical Writing**

COMPUTER REQUIREMENTS

This program can be taken from either a Mac or a PC. It is compatible with the Windows XP and later operating systems and IE 7 and later browsers. There are no specific computer requirements other than an Internet connection, e-mail account, Microsoft Word (for assignment submissions), and Windows Media Player (which is available as a free download). We recommend that you use the latest version of Internet Explorer in place of other Web browsers.

Adobe Flash Player and Adobe Acrobat Reader are required for this program.

[Click here](#) to download the Acrobat Reader.

[Click here](#) to download the Flash Player.

INSTRUCTOR BIO

Lynn Atkinson's career as a technical writer began in 1977 when she became the assistant editor of a monthly magazine. After the owner sold the magazine, she continued her career by editing other periodicals and publications until she went back to college to earn another degree, this time in English. She graduated summa cum laude from the University of Texas at Arlington (UTA) in 1993 with a B.A. in English and subsequently entered graduate school as a graduate teacher. In 1996 she received her M.A. in English with an emphasis in rhetoric. A published writer, editor, ghost writer, and college textbook writer and editor, including acknowledged contributions to several editions of college textbooks, she considers her greatest accomplishment being an educator of 14 years to thousands of students at UTA, Devry, Tarrant County College, Southeast Career Institute, and Everest College.

Among her other accomplishments, Lynn has developed or co-developed several writing curriculums, including the ed2go Technical Writing Program; won writing contests; been nominated and awarded outstanding teacher at UTA, Southeast Career Institute, and Everest; been awarded distinguished instructor by department chairs at UTA, Southeast Career Institute, and Everest; and conducted over 10,000 hours of tutoring as a Level III Certified Tutor in the SOAR department at UTA and in private practice.