

Business Writing Training: Creating Documents that Work (INTTW, 2 jours)

Description

A document that excites and motivates the reader can make the difference between project success and project failure. In today's information rich workplace, a well written document that moves the reader to action is key. But well written technical documents don't just happen. They are created by well-organized, informed and knowledgeable writers. equips the business professional with the necessary tools and strategies to plan and create technical documents that inspire, inform, motivate and facilitate decision making. The course Creating Documents that Work (Business Writing Training) teaches you to write documents that communicate & deliver. Technical documents do not need to be long, complicated and obtuse.

Tarifs

- Tarification: \$1,500/person
- Rabais de 10% lorsque vous inscrivez 3 personnes.

Plan de cours

Fundamentals of Business Writing

The Writing Process

Understanding your Writing Style

The Path to Clarity and the Elimination of Ambiguity

The Active and the Passive Voice

Wording: Precision versus Ambiguity

Writing Technical Documents: Eliminating Jargon

Planning the Document

The Difference between Educational and Technical Documents

Defining the Purpose and Goals of the Document

Using Style Guides

Defining the Document Structure

Using Storyboarding for Long Documents

Overview of the Document Production Process

The Art of Clarifying Complex Concepts

Dealing with Technical Elements in an Audience Appropriate Way

Transitions and Flow

The Whole Document

Transition Words and their Impact on Flow

Using Headings and Sub-Headings

Using Numbered and Bulleted Lists

Using Parallel Structures

Using Paragraphs

Effective Writing

Understanding Purpose, Goals and Target Audience

The Importance of the Target Audience

Beginning and Endings

Subject Headings

Directing the Message to the Reader

Effective Topics

Topic Overviews

Using Images in Text

Using Graphs and Images

Ensuring Effective Intra-Topic Flow

Debrief – Reviewing the Process
