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## **Write It So They Read It: Technical Writing Update**

Finding the time to write your organization's project updates, procedures, instructional guides, corrective actions, policy reviews, and various manuals and guidelines can be a challenge.

Getting employees to actually read and pay attention to them is even more of one.

In addition, any technical document bearing your organization's name must be absolutely error free. Even a careless typo can damage a leader's reputation and make an entire work group look bad. The secret to a technical writer's success is segmenting the **prewriting, writing, and rewriting phases** to produce tighter, clearer, more meaningful user-friendly documents.

During this highly interactive technical writing webinar, participants will focus on preparing technical documentation in an easy-to-read manner, organized into these three main phases:

### **Prewriting Phase**

- Determining your readers' destination point
- Identifying the prewriting, writing, and rewriting phases as they pertain to the quality review process
- Describing a complicated subject in clear and concise terms
- Defining acronyms, jargon, and certain technical terms for readability

### **Writing Phase**

- AUDIENCE FAVORITE: Practicing five new guidelines for using *bulleted lists* in your technical message
- Eliminating clichés, wasted words, and "smothered verbs"
- Tightening the report by identifying the most frequently overused unnecessary filler words in technical writing
- Knowing when to use the **1 = 1 Rule** for technical documentation

## ***Rewriting Phase***

- Using the Three-Pass Technique prior to submitting a report for quality control
- Applying the START Strategy for mistake-free messages (both writers and administrative staff will benefit from this practice)
- Spotting errors of omission
- Reviewing techniques for proofreading under tight deadlines in a sometimes distracting work environment