



Nelson Communications

Technical Writing Workshop

AGENDA

Preliminaries

- What is technical writing
- What keeps people from being good technical writers

The Crucial Issues

- Audience
- Purpose

Organizing & Formatting Material

- Design aids that entice your reader to read
- Using boilerplate material effectively

Revising for Clarity & Conciseness

- Meeting the readability standards
- Recognizing & eliminating jargon & wordiness

Editing & Proofreading Guidelines

- Grammar & punctuation trouble spots

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