

Technical Report Writing

Audience

This **one-day** course is for technical staff who need to follow best practice when writing Technical Specifications that can be understood by third line support.

Objectives

At the end of the course delegates will be able to:

- ✓ assess the target audience, recognising specialist and non-specialist readers
- ✓ prepare a skeletal document with logical structure and framework
- ✓ draft, write, and revise a report
- ✓ recognise report enhancement with diagrams, charts, tables and illustrations
- ✓ utilise Word tools to automate technical report structure

Course Content

TECHNICAL WRITING BASICS

- Planning a technical document
- Know your audience
- Clarity, Brevity, Simplicity
- Language, Voice and Mood
- Sentence construction
- Words and Phrases
- Abbreviations, acronyms and symbols
- Numbers and measurements
- Sorting, grouping and Prioritising to create logical and well signposted Content and Structure

DOCUMENT STRUCTURING TOOLS

- Heading Styles and Heading Levels
- Multi-Level Number Heading Styles
- Lists
- Tables
- Use of graphics
- Table of Contents
- Table of Figures, Captions, Tables
- Cross References and Bookmarks
- Index and entries

- Document Sections
- Field Codes
- Document Numbering
- Footnotes and Endnotes
- Linking and Embedding Visio Drawings

DOCUMENT STRUCTURE

- Components of a technical document
- Order of components
- Report sections
- Organising material
- Links and signposts

TECHNICAL SPECIFICATION

- Requirements list
- Evaluate and Test requirements
- Environmental conditions
- Tolerances
- Standards
- Conditions
- Document version, revisions