



Write It Well

Business writing that gets results.

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Technical Writing: An Online or On-Site Training

This online or on-site workshop is designed for professionals who write these and other technical and nontechnical documents for readers with various levels of background knowledge:

- specifications
- technical manuals
- standards
- requirements
- e-mail messages

You'll learn how to

- Assess readers' needs, levels of technical knowledge, and levels of knowledge about the subject
- Communicate concepts clearly to both technical and nontechnical readers
- Develop criteria for deciding what information to put in an appendix or an attachment, rather than in the body of an e-mail or document

- Develop a report outline
- Write introductions and executive summaries
- Use lists, headings, diagrams, graphics, and other visual elements
- Use concise, active, specific language and plain English to communicate clearly and professionally

Here's Write It Well's approach to ensure that our training meets your participants' needs:

- We customize the curriculum after assessing writing samples and reviewing objectives
- During the training, we encourage active participation through discussion and practice
- With one-to-one feedback from the instructor, participants apply workshop concepts and techniques by evaluating, editing, planning, and drafting job-related documents

Write It Well is a Bay Area-based, woman-owned training, consulting, and publishing firm. For thirty years, we've helped busy professionals improve all aspects of their business communications.

Our other training programs include Business Writing, Effective E-Mail, Essential Grammar, Marketing Writing, Reports and Proposals, and Writing Performance Reviews. Individualized writing-skills programs are also available, such as Creative Briefs, Web Copy, Requests for Proposals, and our Superintendents' Workshop. We can tailor a program to the writing needs of any organization.

For more information please visit [our website](#), write to natashaterk@writeitwell.com, or call us at (510) 655-6477.

