

Course Synopsis: Advanced Document Writing

Effective workplace writing skills are a key competency for any professional. This course focuses directly on advancing your formal writing skills, and maximising your efficiency in producing documents. Advanced Document Writing begins with a review of the writing process, to provide an overarching management framework for this form of development. It then locates professional writing skills and document types within this framework. Key skills highlighted are correct grammar, typography and expression. Featured document types include procedures, formal reports and specifications. We also examine uses for writing in a range of document types, using the concepts of 'registers of language'. Throughout Advanced Document Writing, you will be presented with ongoing opportunities to integrate your knowledge, and develop your skills through practical writing activities.

Upon successful completion of this course, you will be able to:

- Negotiate the scoping process more effectively, through greater understanding of scoping elements and stakeholders;
- Conduct a detailed task analysis;
- Understand the functional selection of document type;
- Evaluate grammatical precision in your writing;
- Make use of typographical techniques to improve accessibility of your documents;
- Employ more effective expression; and
- Work effectively with procedures, formal reports, specifications and registers of language.

The target audience for this course includes two distinct groups. Participants who have previously completed technical writing training will find that this course builds upon the best practice ideas they have met previously. These participants will benefit particularly from the opportunities provided to consolidate and further their skills development. Participants with an established level of workplace experience with technical writing will benefit through formalising their understanding, and examining a number of more specialised topics.

Course duration: 2 days

(Can be run in a 1-day format to suit resourcing requirements, through selective removal of delivery topics.)

