

# Technical Report Writing

## Course details and booking form

### Duration

One day

### Topics covered

- 1. Fundamental principles of good factual writing**  
The principle of communicative efficacy; characteristics of sound factual writing; avoiding ambiguity, vagueness and verbosity; audience-centric writing; writing for mixed audiences; techniques for controlling vocabulary  
Exercise 1: correcting flaws in sample texts
- 2. Design and usability**  
Document design; page design; content design; creating and using templates; designing for structure; font choice and its effect on comprehension; usability issues
- 3. Getting started: Strategies, tips and tricks**  
The typical writing process; planning a writing project; gathering your thoughts; overcoming writer's block; tackling the first draft
- 4. Technical reports and proposals: Structures and content**  
Classifying reports; sections in technical reports; writing an effective executive summary; citation systems; reference lists and bibliographies; white papers; responding to RFTs; tables; figures
- 5. Quality assurance**  
Why review; types of review
- 6. Copy-editing**  
Correcting issues of language and readability (such as overly long sentences, conceptually dense sentences, noun clustering and nominalisation)
- 7. Structural editing**  
Correcting issues of structure (such as poor sequencing, balance, relevance and cohesion), design, usability, logic (such as weak reasoning and logical fallacies), table use and figure use

- 8. Technical review**  
Checking content, messaging, legals, risks etc.
- 9. Pre-publication tasks**  
Proof-reading, pagination; automation checks
- 10. Consolidation exercise**  
Review a poorly drafted technical document

Note that for in-house courses, the topics covered will be tailored to the client's needs

### Presenters

The course was designed by Dr Geoffrey Marnell and is presented by Dr Marnell or Dr Bill Parker. For many years, Dr Marnell lectured in *Technical Writing and Editing* in the English Department at the University of Melbourne. Dr Parker has many years experience as a technical and scientific writer. [Click here](#) for further details.

### Cost

**Public courses: Special: \$395<sup>†</sup>; Regular: \$495**

The cost includes a 160-page [comprehensive reference book](#), lunch and refreshments, a certificate, and 30-days free email support.

**In-house courses:** A flag fall fee + \$25 per participant, Call 1800 601 116 for information.

### Queries

Telephone 1800 601 116 (a free call) or send an email to [courses@abelard.com.au](mailto:courses@abelard.com.au)

### Make a booking

Attendee's name: \_\_\_\_\_

Organisation:\* \_\_\_\_\_

Billing address: \_\_\_\_\_

City and postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Contact phone no.: \_\_\_\_\_

Payment method:  Pay on receipt of a tax invoice<sup>†</sup>, or  
 Pay now by credit card

Card type:  Visa  MasterCard  AMEX  
(A 2% processing fee applies to all credit card payments)

Card number: \_\_\_\_\_

Expiry date: \_\_\_\_\_

Name of card: \_\_\_\_\_

Select the course below. (All courses are held in or close to the CBD.)

- |                   |                                       |                                     |
|-------------------|---------------------------------------|-------------------------------------|
| <b>Perth:</b>     | <input type="checkbox"/> September 20 | <input type="checkbox"/> Early 2017 |
| <b>Canberra:</b>  | <input type="checkbox"/> November 7   | <input type="checkbox"/> Early 2017 |
| <b>Melbourne:</b> | <input type="checkbox"/> October 7    | <input type="checkbox"/> Early 2017 |
| <b>Sydney:</b>    | <input type="checkbox"/> September 26 | <input type="checkbox"/> Early 2017 |
| <b>Brisbane:</b>  | <input type="checkbox"/> September 27 | <input type="checkbox"/> Early 2017 |

**In-house course:** We'll contact you to discuss dates and charges.

Fee (including GST):  Special (395)<sup>‡</sup>  Regular (\$495)

Comments, questions and dietary requirements:

\* Specify the organisation only if it will be paying for your attendance at the course.

<sup>†</sup> To secure your place in the course, your tax invoice must be paid no later than 7 calendar days before the course start date. The tax invoice will be made out in your name, or in the name of the organisation paying the invoice, and sent to the postal address specified above. Payments can be made by EFT, credit card or cheque.

<sup>‡</sup> The **Special** rate is offered to concession-card holders and full-time students. Proof may be required.

### Send this form by...

... fax to (03) 9596 3625 or by email to [bookings@abelard.com.au](mailto:bookings@abelard.com.au). You can also book over the telephone by calling 1800 601 116 (a free call).