

Certificate Course in Technical Writing

Coordinator: Sukanya

Duration: 3 Months

Year: 2018-19

Eligibility: Plus Two

Module 1 (10 Hours)

Definition of technical writing- differences between technical writing and other forms of writing- technical reports- project abstracts, project proposals, project documents and manuals

Module 2 (10 Hours)

Principles of technical writing: Clarity, precision, coherence and logical sequence in writing- process of writing- goal of writing- understanding the writing assignments, its clients and end users- collecting data and planning content- writing the draft and revision- graphics and illustrations

Module 3 (10 Hours)

Process of technical editing - review of the document- goal and content and presentation- ensure accuracy of details- use of language- editing graphics and illustrations