

Communication Mannerism: The Art of Technical Writing

Nov 11 – 12, 2024

Venue: PIM, Islamabad.

Rs. 31,000/=

Course Description

The term “technical” refers to knowledge that is not widespread, that is more the territory of experts and specialists. Technical communication is the delivery of technical information to readers (or listeners or viewers) that is adapted to their needs, level of understanding, and background. In fact, audience element is so important that it is one of the key elements of this course: participants are challenged to write about highly technical subjects in a way that a beginner or a non specialist-can understand. This ability to “translate” technical information to non specialists is a key skill to any technical communicator. In a world of rapid technological development, companies are trying to find easy and effective ways to help customers/potential customers understand the advantages of their new products/services.

COURSE CONTENTS:

- Business correspondence and resumes
- Technical reports: structure and process
- Types of technical reports: an overview
- Business plans
- Proposals
- Progress reports
- Understanding Instructions and User guides
- Organizational policies and procedures
- Recommendation and feasibility reports

LEARNING OUTCOMES:

Participant will be able to:

- learn the concept of technical Writing
- Comprehend the steps involved in technical writing
- Understand the linguistics variation involved in drafting technical documentation
- Recognize the important of logical & mechanical interfaces in technical writing

WHO MUST ATTEND?

This course is designed for Senior Managers, Executive Secretaries, and Draughtsman etc.

FOR DETAILS AND REGISTRATION

PIM, Islamabad: Plot No. 12-K, Sitara Market, Sector G-7 Markaz, Islamabad
Voice Dir: (+9251) 9252651 -2, E-Mail: pimisb@pim.com.pk