

Introduction to Technical Writing

This course will provide learners with the tools to write better technical documents, focusing on the skills required to produce accurate, precise, succinct documentation to enable learners to work effectively in industry.



For more information and to apply, visit

www.celtec.ie/introtechnicalwriting

Course Learnings



Principles of Technical Communication

Develop the skills to produce clear, accurate, concise, and reader-focused technical documentation that supports effective communication in industry.



Planning and Structuring Documents

Apply effective planning, drafting, and document structuring techniques to create well-organised technical reports and workplace communications.



Professional Writing Skills

Use appropriate writing style, sentence structure, grammar, punctuation, paragraphs, and professional email practices to improve the quality and consistency of technical documents.



Reviewing and Refining Technical Content

Edit, evaluate, and improve technical documents by following briefs, incorporating feedback, presenting information clearly, and ensuring brevity, completeness, and courtesy.



Communicating Technical Information

Transform technical facts into meaningful information while understanding emerging trends and best practices in modern technical communication.



APPLY

www.fetchcourses.ie

AT A GLANCE



DURATION

1 Classroom Day



LOCATION

CELTEC, Celbridge, Co. Kildare, W23 HCK2



DELIVERY

Classroom Based



SUITABILITY

Those in employment in the Kildare and Wicklow regions



COST

This course is partially funded under the Skills To Advance initiative for eligible applicants



COURSE REQUIREMENT

Experience in related manufacturing sectors would be beneficial for the learner



CERTIFICATION

Certificate of Completion