

# TUNE UP YOUR TECHNICAL WRITING SKILLS

*One-day workshop: How to write more concisely, clearly and precisely?*

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Though they appear intangible, written words carry a lot of power.

One long-winded, confusing e-mail can easily trigger a chain of messages and entangle multiple participants in a time-wasting exchange. An impressively thick but vaguely-written report can frustrate readers and leave them stranded about the direction of conclusions and recommendations. And a few imprecise sentences in a technical specification or a business proposal can eventually lead to an ugly, time- and money-draining contractual dispute.

Writing is a soft skill with a hard impact on your productivity and quality of work.

Operating in an environment where written information is of high importance, engineers spend a significant proportion of their time writing reports, specifications, procedures, proposals, e-mails, etc. And just as machines need lubrication to operate smoothly, engineers need good writing skills to collaborate and perform well.

While everyone can write, not every one can write concisely, clearly and precisely. But it's a skill worth learning.

*Tune Up Your Technical Writing Skills* is a one-day workshop to mould, grind and hone the basic writing skills of hard-core technical professionals.

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## ■ LEARNING OBJECTIVES

This workshop has been designed to help the participants:

1. grasp the roadmap to high-quality writing.
2. understand and practise the three-step process of writing important documents and communications.
3. learn the supreme importance of empathising with the readers.
4. learn and practise the techniques of writing more concisely, clearly and precisely.
5. learn about common errors and practise weeding them out.

## ■ TARGET AUDIENCE

- Engineers and technical professionals who write technical documents, such as reports, procedures, manuals, specifications, etc.

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## ■ COURSE OUTLINE

### **Module 1: Where we are and what's the destination?**

- Introduction
- Common problems in written documents and root causes
- Qualities of well-written documents

### **Module 2: Systematic process leads to quality product**

- Three-step process of good quality writing
- The missing key: Empathy with readers
- Purpose: Clear "why" shows the way
- Importance of priming and outlining
- Building blocks of writing: Sentences and paragraphs

### **Module 3: Techniques of concise, clear and precise writing**

- Write short sentences
- Keep out the clutter—redundant words and phrases
- Be specific and concrete
- Use active voice
- Use jargon and abbreviations with care
- Organise logically (bullets, chunking, headings)

### **Module 4: Revising and editing**

- Weeding out common errors
  - Power of a checklist for checking quality
  - Reader-friendly formatting
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## ■ PROGRAMME

- 8:30 - 9:00 am: Registration
- 9:00 - 10:30 am: Module 1
- 10:30 am - 10:45 am: *Coffee break*
- 10:45 am - 12:30 pm: Module 2
- 12:30 - 1:30 pm: *Lunch*
- 1:30 - 3:00 pm: Module 3
- 3:00 - 3:15 pm: *Coffee break*
- 3:15 - 5:00 pm: Module 4
- 5:00 - 5:30 pm: Feedback and closing

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## ■ TRAINING MATERIALS

1. A training manual providing description of the key principles, examples, case studies, tips and exercises.
2. Hand-outs (PDF) of presentation slides.
3. Certificate of Participation.

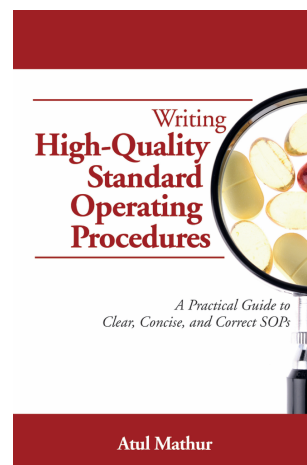
## ■ TRAINER'S PROFILE

Atul Mathur is the author of the book "Writing High-Quality Standard Operating Procedures: A Practical Guide to Clear, Concise, and Correct SOPs."

Atul Mathur is an engineer with more than fifteen years of experience in technical writing. He has conceptualized, written, and edited hundreds of technical documents, including case studies, guidebooks, reports, training manuals, position papers, specifications, test protocols, and procedures.

He is a certified trainer and has conducted more than 50 workshops/corporate training programmes/teaching sessions on a wide range of subjects, covering technical knowledge, personal development and communication skills.

He holds a master's degree in engineering from the Indian Institute of Technology (IIT). He runs his own consulting firm, Content Alive, and lives in Singapore. For more information, visit [www.atulmathur.com](http://www.atulmathur.com)



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