

# **American Management Association's Effective Technical Writing**

## **The Landscape**

- Define Technical Writing
- Identify Characteristics of Technical Writing
- Distinguish Between Two Commonly Used Technical Writing Styles
- Classify the Challenges That Technical Writers Face

## **The Maps**

- Distinguish Among the Elements of Technical Documents
- Identify a Full Range of Technical Documents with a Solid Structure
- Use Templates to Jumpstart the Writing Process

## **The Technical Writing Process**

- Overcome Writer's Block
- Generate Ideas Through an Efficient Writing Process

## **The Technical Writing Product**

- Evaluate Technical Data Based on the Writer's Purpose and the Readers' Concerns
- Assess Your Own Writing Style Based on the Audience

## **Organizing Ideas**

- Compose Effective Patterns of Technical Writing
- Structure the Format to Enhance Presentations and Ideas
- Use Linking Words and Phrases in Sentences and Paragraphs

## **Visualizing Ideas**

- Apply Best Practices for Displaying Visual Information
- Use the Full Range of Illustrations in Technical Writing

## **Editing at the Sentence Level**

- Identify Common Sentence Problems and Their Solutions
- Edit Imprecise, Unclear, or Wordy Sentences
- Combine Sentences for Fluency
- Edit Sentences for Active Voice
- Edit Sentences for Parallel Structure

## **Editing at the Word Level**

- Choose Correct Grammar, Words, Punctuation, and Mechanics
- Summarize Complex Issues with Authority