

# Technical Writing Skills

Stony Brook University's CORPORATE EDUCATION AND TRAINING (CET) in conjunction with HALLY ENTERPRISES INC., is pleased to offer courses in effective communications. Effective business communications play a vital role in every business operation. The manner by which an enterprise communicates creates an impression and should be realized by managers and employees alike for more effective relations with internal and external customers. These courses are conducted by Michael J. Reilly, President of Hally Enterprises, Inc. Mike is a former Reuters correspondent, editor, executive and head of external relations. A communications and marketing specialist, he has provided best practice support for DDC on Long Island, Lockheed Martin, Alcoa, LexisNexis and dozens of other organizations, large and small.

**Course Title:** Technical Writing Skills

**Fee:** \$425

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## **Course Description:**

Tech writing is a discipline with its own rules and requirements. This specialist overview will introduce the topic to people interested in technical writing and provide a refresher on the basics. Clear, effective presentation with an understanding of style, format and logic are key to this skills based seminar. It includes examples of quality in various publications, including data sheets, manuals and instruction guides. This survey course will also cover interaction with customers, developers and other users – both on line and in print.

## **Course Objectives:**

- Writing process: from audience to rough draft
- Audience analysis
- Power-revision techniques
- Libraries, documentation, cross-referencing
- Basic patterns and elements of the sentence
- Strategies for peer-reviewing and team-writing

## **Who Should Attend:**

- Technical product writers, editors, supervisors, engineers and managers who work with publications -- both on-line and in print. Also benefiting will be company data management and IT staff, librarians, sales and customer relations personnel who handle technical publications.

## **Further Information**

For further information about this or any of our other courses please email: [sbucet@stonybrook.edu](mailto:sbucet@stonybrook.edu)