

**Hurley
Write, INC.**

Effective Writing for Engineers Online Course

Hurley Write, Inc.

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This seven-module online writing course focuses on helping engineers use the attributes they possess, such as logic and problem-solving skills, to make their writing sharper, more concise and succinct, and more usable and readable.

Have a group? Contact us for discount information!

This online course is SCORM 1.2-, SCORM 2004-, and AICC-compliant; each module takes roughly 30 minutes to complete.

This interactive course includes

Voiced lectures

A professional editor

Knowledge checks

Hurley Write Cheat Sheets

Take-away tips

Writing options

A copy of the Hurley Write eBook, *Writing in the Workplace: Strategies to Plan, Write, and Revise (almost) Any Document*

Written feedback on submitted writing

Certificate of completion

Objectives

At the conclusion of this course, participants should be able to

Explain the importance of targeting readers

Devise various organizational methods to use in writing

Evaluate language use in documents

Write the components of engineering documents and reports

Analyze a document's logic

Demonstrate various editing and proofreading techniques





Topics

Module 1: Planning the Document

Analyzing audience purpose

Presenting a positive image through writing

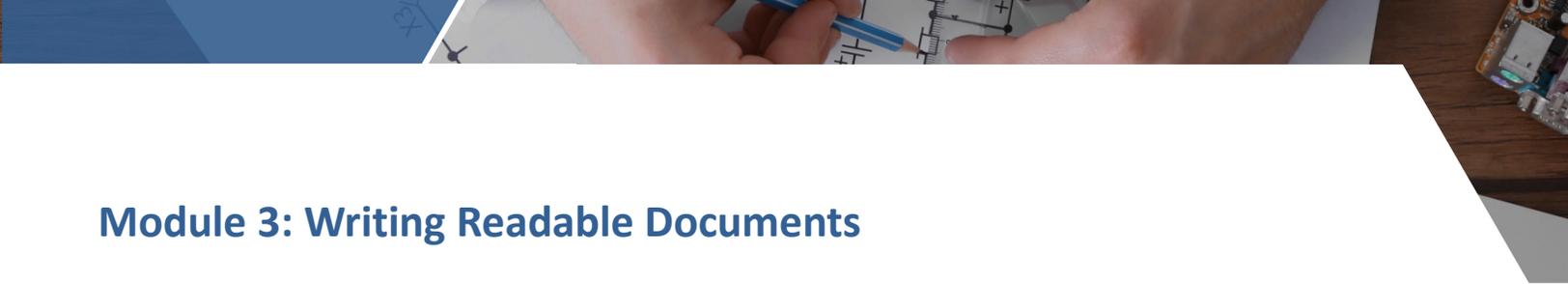
Eliminating distractions

Module 2: Using Organization to Guide Readers

Using appropriate organizational strategies

Using organization to guide readers

Organizing sentences and paragraphs for greatest effect



Module 3: Writing Readable Documents

Being precise and concise

Avoiding wordiness

Avoiding language “traps”

Making your writing more emphatic and readable

Module 4: Writing Concise, Precise Documents

Meeting readers’ needs for conciseness

Using longer and shorter paragraphs and sentences for greatest impact

Linking ideas

Constructing effective paragraphs

Using headings and subheadings



Module 5: Using Logic to Build the Argument of the Document

Using logic in technical documents

Gaining reader “buy-in”

The components of logic

Module 6: Writing Engineering Reports

Writing the body of the engineering report

Writing the supplementary components (executive summary, Introduction)

Using transitions to create “flow”

Writing the Recommendations and Conclusions sections

Module 7: Developing Effective Editing and Proofreading Strategies

Understanding the difference between editing and proofreading

Editing for readability

Proofreading strategies

How Do I Register?

Signing up is simple!

To purchase, go to <https://www.hurleywrite.com/effective-writing-for-engineers>

The modules are then automatically uploaded for you!

Want more info? Contact us at www.hurleywrite.com or call us toll-free at 877-24WRITE (249-7483).



What Does It Cost?

PRICE

\$999.00

FEATURES

Access to all modules at once for six months (180 days)

Review the modules in any order you choose — all at once or one at a time — and review past modules any time

Downloadable cheat sheets and writing options

Professional editor for the duration of the course

Personalized, substantive feedback on writing submissions

Feedback on up to 10 pages of double-spaced text for feedback per module

Free access to resources on the site

A free copy of our eBook, *Writing in the Workplace: Strategies to Plan, Write, and Revise (almost) Any Document*

24/7 access