



**Hurley
Write, INC.**

Exceptional Technical Writing Online Course

Hurley Write, Inc.

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The six modules of this online technical writing course teach strategies to write clear, succinct technical documents. It uses critical thinking as the underpinning, while providing participants strategies they can begin to use immediately to impact their writing. It's unique in that participants have multiple opportunities to apply the concepts they learn to various writing options and are provided professional written feedback.

Have a group? Contact us for information about discounts!

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

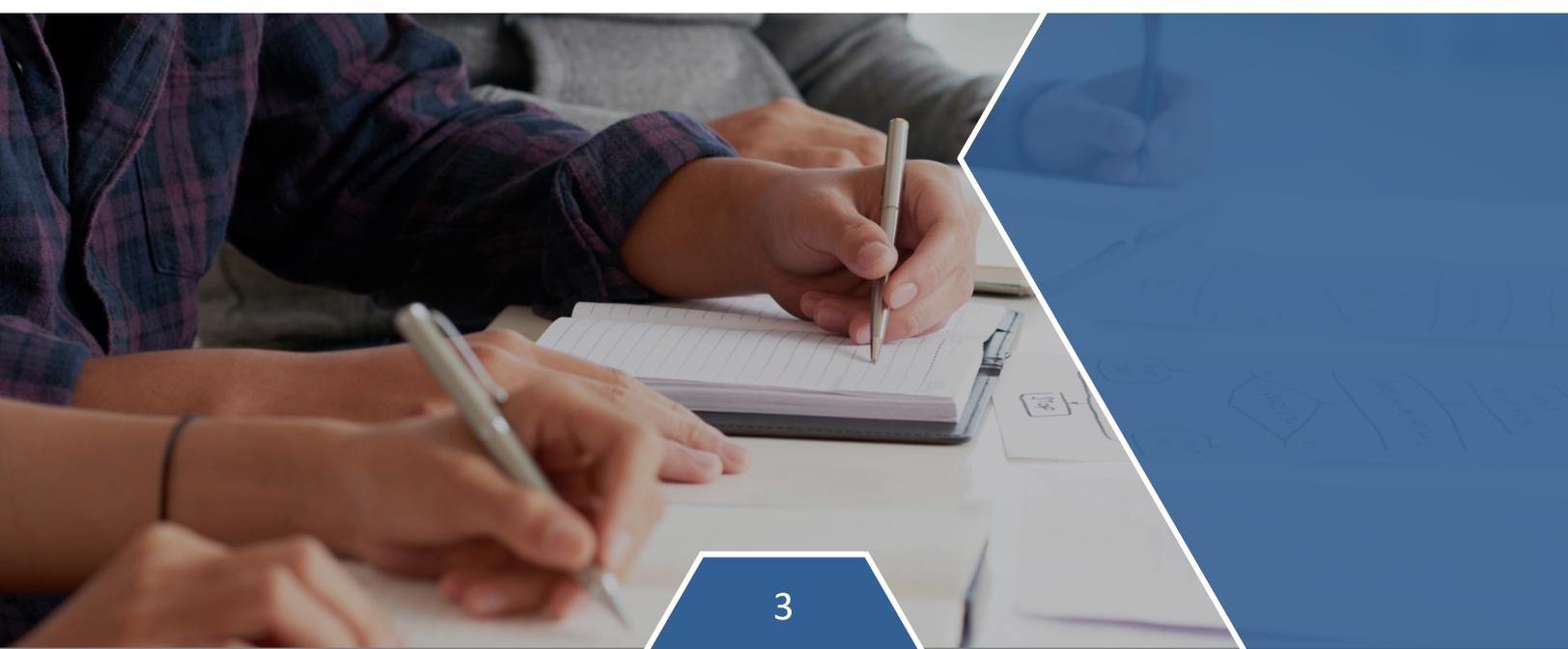
Devise various organizational methods to approach writing tasks

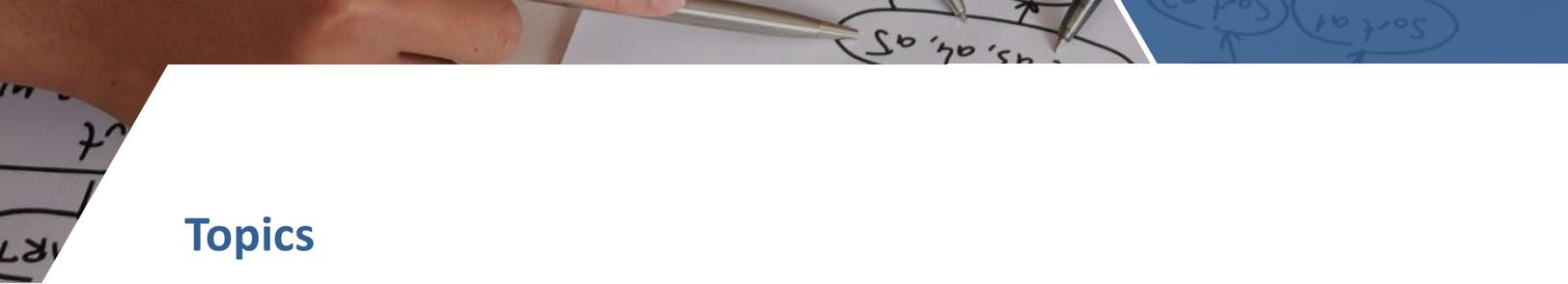
Evaluate language use in written documents

Write technical documents and reports

Analyze the effectiveness of technical reports

Demonstrate various editing and proofreading techniques





Topics

Module 1: Developing a Writing Strategy

Analyzing your readers

Writing the outcome statement

Developing a writing strategy

Presenting a positive image through writing

Module 2: Developing Organizational Strategies

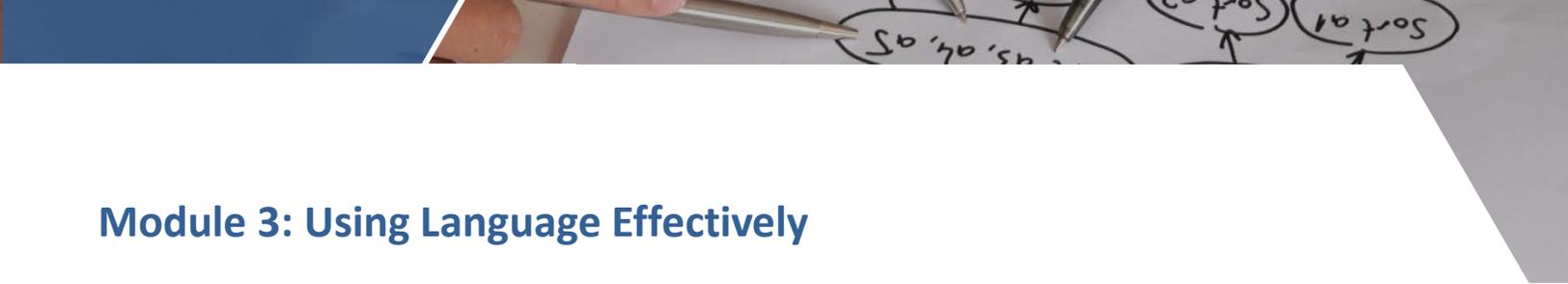
Understanding the importance of good organization

Types of organizational strategies

Choosing the appropriate organizational strategy

Exploring the vast universe of organization

Organizing sentences, paragraphs, and documents



Module 3: Using Language Effectively

Being precise and concise

Using appropriate emphasis

Avoiding wordiness

Avoiding language “traps”

Making your writing more emphatic and readable

Module 4: Constructing Effective Sentences and Paragraphs

Emphasizing appropriately

Understanding how readers read

Using longer and shorter paragraphs

Understanding appropriate sentence structure



Module 5: Writing the Technical Report

Writing the body of the technical report

Understanding the components of the technical report

Creating the appropriate argument

Ensuring that the report is readable and usable

Module 6: Editing and Proofreading Strategies

When to edit and when to proofread

Becoming your own best editor

What to look for when editing

Developing practical editing and proofreading techniques



How Do I Register?

Signing up is simple!

To purchase, go to <https://www.hurleywrite.com/exceptional-technical-writing>

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