



# Writing Technical Reports

How does your team ensure that its technical reports are concise, readable, and usable?

Technical reports must be clear and often must be written for multiple readers with a variety of technical expertise and knowledge. Too often, however, technical reports are a mishmash of information that aren't adequate for their intended reader(s). That, coupled with the fact that many writers don't write the sections of the report to convey the appropriate information, results in reports that are wordy, hard to read, and downright confusing.

Offered as an onsite customized workshop, webinar, or virtually.

## Learning Objectives

- Use problem-solving strategies to plan their documents
- Analyze their readers
- Use organization to drive conclusions
- Write for skimmers
- Write the various sections of technical documents
- Use language effectively
- Structure sentences and paragraphs to enhance readability



# The Hurley Write Difference

We customize all of our workshops using your team’s or organization’s writing examples. Our proven process will ensure that your team has the strategies to write effective documents.

| Hurley Write...   | Hurley Write Does <i>NOT</i> ...                                      |
|---|---|
| Instructors are experts—they have extensive backgrounds in professional writing and teaching  | Use “talking heads” as instructors who lack knowledge about writing   |
| Uses your team’s documents to meet your specific objectives                                   | Use generic presentations that don’t apply to your key document needs |
| Provides a team experience to ensure ongoing collaboration and learning                       | Use a cookie-cutter approach  |
| Provides ongoing support after the workshop to ensure concepts are applied in meaningful ways | Offer a “one-and-done” workshop with no follow-up                     |