

## OVERVIEW

The three-part training program, *Clear Writing for Engineering Professionals*, is uniquely suited to meet the needs of those working in engineering organizations for two reasons:

- All training materials—including examples and exercises—have already been customized to meet the writing needs of specific engineering disciplines. Thus, one can choose the track best suited for the training participants: civil/environmental, electrical, mechanical, or multidiscipline.
- Writing is taught as a science, not an art. Therefore, metrics and strategies, rather than ambiguities, will be provided as objective measures of writing's clarity and conciseness.

All three courses are presented as workshops, and participants are encouraged to bring examples of their own writing to each class. (However, they are not required to share those materials with other class participants.)

The following is a listing of the three courses provided by Write-Logic:

- *Clear Writing for Engineering Professionals: Day One*
- *Clear Writing for Engineering Professionals: Day Two*
- *Clear Writing for Engineering Professionals: A Grammar and Punctuation Workshop*

To acquaint you with our training, we will provide course objectives for each of the above, list our clients, describe the awarded continuing-education credit hours, and answer frequently asked questions.

## OBJECTIVES

### **Clear Writing for Engineering Professionals: Day One**

In this course, participants will learn the fundamentals of producing clear and concise writing by covering the following objectives:

#### AM

- Apply a process approach to writing
- Analyze the writing task before you write
- Develop and place the main message
- Capture the details to organize your document
- Employ email excellence best practices; avoid practices that detract from your messages

#### PM

- Examine the factors that enhance readability
- Write effective paragraphs by creating direction-setting topic sentences
- Increase conciseness by using the key-word technique
- Revise your sentences to improve clarity by applying three clarity metrics

## OBJECTIVES (continued)

### **Clear Writing for Engineering Professionals: Day Two**

In this course, participants will expand upon the knowledge gained in *Day One*, for additional writing strategies and techniques are provided by covering the following objectives:

#### AM

Adjust reader perception by applying six tone strategies

Organize your documents using five logical patterns

Increase conciseness by using six easy edits

#### PM

Apply coherence strategies to increase the flow of your writing

Express numbers using the appropriate number conventions

Use proofreading strategies to produce error-free documents

### **Clear Writing for Engineering Professionals: A Grammar and Punctuation Workshop**

In this course, participants will gain the knowledge necessary to produce documents free of grammar and punctuation errors by covering the following objectives:

#### AM

Ensure clarity of message by applying five comma rules

Create parallel structure on the word, phrase, and sentence level

Vary the punctuation used to end complete clauses

Use semicolons to add clarity to complex lists

Review how colons are used to “point ahead” to clauses, phrases, words, and lists

#### PM

Determine the appropriate use for active and passive voice in technical documents

Adjust emphasis on parenthetical information using precise punctuation

- Dashes
- Parentheses

Use hyphens to add clarity to your writing

Recognize problems in agreement

- Subject-verb
- Pronoun-antecedent



## CLIENT LIST

The following organizations have engaged Write-Logic to meet their technical-writing training needs:

### Public Sector

Arkansas State Highway and Transportation Dept.	Georgia Department of Transportation
Colorado Department of Transportation	Illinois Environmental Protection Agency
Florida Department of Transportation	Nebraska Dept. of Environmental Quality

### Private Sector

AECOM	Haley & Aldrich
AKRF, Incorporated	HDR Incorporated
American Infrastructure	Kleinfelder
Carollo Engineers	Klepper, Hahn & Hyatt
CDM Smith	Moffatt & Nichol
Clean Harbors/Safety-Kleen	O'Brien & Gere
Cretex Concrete Products	Overaa Construction
Danfoss Turbocorp	PCL Constructors
Envirocon, Incorporated	PC Construction
Environmental Compliance Services	Schweitzer Engineering Laboratories
Fuss & O'Neill	VHB Engineering
Gannett Fleming	Webcor
Gilbane Building Company	Weston & Sampson

## PDH

Write-Logic is a Board approved or recognized sponsor/provider of continuing education activities for Professional Engineers in the following states: FL, IN, LA, MT, NC, and NJ. Professional Development Hours (PDH) have also been granted in several other states that do not pre-approve courses or training vendors, but yet have a continuing-education requirement. Call Write-Logic for the details about the number of credit hours approved for this training in specific states.

## FREQUENTLY ASKED QUESTIONS

*Are only engineers able to attend the training?*

No. Anyone working in the organization—including those in human resources, marketing, finance, etc.—will benefit from the training. The training can also be offered to exempt and non-exempt staff members, so administrative assistants, secretaries, and clerks are welcome to attend.

*Do the courses have prerequisites?*

One course does have a prerequisite, but the others do not. To enroll in *Day Two*, the participant needs to have attended *Day One*, for we will build upon the metrics and strategies taught in the first course. However, *Day One* and the *Grammar and Punctuation Workshop* do not have prerequisites.

*Is there a maximum number of participants per class?*

Yes. Class size is limited to 18 so that each of the courses may be taught as workshop—rather than lecture.

*Write-Logic looks forward to meeting your organization's technical-writing training needs!*