

Agenda

Presented by Dr. Mark Decker

Planning, Designing and Writing Documents

Effective technical communication characteristics

- Ensuring specificity, accuracy, structure, and visual appeal

Defining purpose and audience

- Identifying the document purposes and assessing your audience's needs and expertise

Writing documents

- Adopting an appropriate style and tone
- Using effective sentence construction
- Using sentence variety (emphasis, parallel structure, subordination)

Designing documents

- Choosing the right words and technical terminology
- Ensuring clarity (ambiguity, awkwardness, logic errors, positive writing, voice)
- Constructing effective paragraphs
- Page layout and design considerations

Organizing and planning

- Developing work strategies to set priorities and to make the best use of writing time
- Creating project plans outlining specific details for a predictable and logical structure to help your audience understand technical information

Revising and Editing Documents

Editing for grammar and style

- Using punctuation and mechanics correctly

Reviewing content

- Checking accuracy, completeness, and effectiveness
- Checking unity and coherence
- Ethical Issues

Graphics

- Creating and integrating visuals

Best Practices in Correspondence and Technical Documents

Business letters

- Formats and types of business correspondence

Memos and electronic mail

- Advantages and disadvantages of internal communications

Document elements

- Using formats to establish the order of content in document front matter, body, and end matter

Document types specifications, reports, instructions, and proposals

Technical Writing Workshop for Engineers

Princeton, NJ - Wednesday, December 18, 2019



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Learning Objectives

You'll be able to:

Identify the purposes of technical documents and assess your audience's needs and expertise.

Learn effective sentence construction and use a variety of sentence types.

Choose the right words and technical terms for your documents.

Get tips on organizing and laying out your documents.

Edit for grammar and style, and review your content for accuracy and coherence.

Learn best practices for a variety of technical documents.



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Identify document purposes and assess audience needs

Choose the right words and technical terminology

Use a variety of sentences, and construct effective paragraphs

Discuss document organization, layout and design considerations

Edit for grammar and style

Learn best practices for letters, memos and reports

Continuing Education Credits

Professional Engineers

7.0 CPC Credits/PDHs



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Faculty

Dr. Mark Decker is professor and assistant department chair in Bloomsburg University’s English Department, where he teaches Technical Writing and Writing Technical Manuals in support of the Professional Writing minor. Dr. Decker has a PhD and an MA in English from The Pennsylvania State University (2001, 1997) and he graduated *summa cum laude* in English from Utah State University (1995).

While an undergraduate, Dr. Decker worked for several years as a staff writer for *Aerotech News and Review*, an aerospace and defense industry trade newspaper published in Lancaster, California. During graduate school, Dr. Decker was a member of the Leonhard Center for Technical Writing Initiative, a collaboration between Penn State’s Department of English and College of Engineering designed to promote an exchange of ideas between technical writing instructors and the scientific and engineering communities. Dr. Decker also taught Business Writing, Technical Writing, and an Advanced Technical Writing course that enrolled graduate students from technical and scientific disciplines.

After graduate school, Dr. Decker spent four years at the University of Wisconsin-Stout, where he taught Technical Writing in support of that school’s major in Technical Communication and served as the advisor for the student chapter of the Society for Technical Communication. Dr. Decker has given presentations at several national and international conferences and has published both a book and a co-edited book as well as several scholarly articles, book chapters, and encyclopedia chapters.

Seminar Information

Hyatt Regency Princeton
102 Carnegie Center
Princeton, NJ 08540
(609) 987-1234

Registration
8:00 - 8:30 am
Morning Session
8:30 am - 12:00 pm
Lunch (on your own)
12:00 - 1:00 pm
Afternoon Session
1:00 - 5:00 pm

Tuition
\$289 for individual registration
\$269 for three or more registrations.

Included with your registration: *Complimentary continental breakfast and printed seminar manual.*

How to Register

- Visit us online at www.halfmoonseminars.org
- Mail-in or fax the attached form to 715-835-6066
- Call customer service at 715-835-5900

Cancellations: Cancel at least 48 hours before the start of the seminar, and receive a full tuition refund, minus a \$39 service charge for each registrant. Cancellations within 48 hours will receive a credit toward another seminar or the self-study package. You may also send another person to take your place.

Continuing Education Credit Information

This seminar is open to the public and offers 7.0 CPCs to professional engineers in most states, including New Jersey and New York.

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Attendance will be monitored, and attendance certificates will be available after the seminar for most individuals who complete the entire event. Attendance certificates not available at the seminar will be mailed to participants within fifteen business days.

Additional Learning

- Webinar Series**
- Structural Forensic Engineering**
- **Introduction to the Forensic Engineering Process**
Tues., Nov. 12, 2019, 11:00 AM - 1:00 PM CST
 - **Causes of Failures and the Forensic Engineering Report**
Tues., Nov. 12, 2019, 1:30 - 3:30 PM CST
 - **Forensic Examination of Structures and Use in Litigation**
Wed., Nov. 13, 2019, 11:00 AM - 1:00 PM CST

- Stormwater Management Systems**
- **Basics of Stormwater Regulations and Requirements, Including EPA Regulations**
Wed., Nov. 20, 2019, 11:00 AM - 12:00 PM CST
 - **Site Planning and Choosing Best Stormwater Management Practices**
Wed., Nov. 20, 2019, 12:30 - 2:00 PM CST
 - **Working with the MS4 Regulator**
Thurs., Nov. 21, 2019, 11:00 AM - 12:00 PM CST
 - **Long-Term Stormwater Management Practices**
Thurs., Nov. 21, 2019, 12:30 - 2:00 PM CST

- Cogeneration System Principles and Practice**
- **Understanding the Benefits of Cogeneration**
Thurs., Nov. 21, 2019, 11:00 AM - 12:30 PM CST
 - **Laws, Regulations and Building Codes Impacting Cogeneration**
Thurs., Nov. 21, 2019, 1:00 - 2:30 PM CST
 - **Examining Cogeneration Technologies**
Fri., Nov. 22, 2019, 11:00 AM - 12:30 PM CST
 - **Moving to Cogeneration: Analysis, Modeling and Case Studies**
Fri., Nov. 22, 2019, 1:00 - 2:30 PM CST

- Onsite Power Generation and Distribution**
- **Part I**
Wed., Dec. 4, 2019, 11:00 AM - 2:15 PM CST
 - **Part II**
Thurs., Dec. 5, 2019, 11:00 AM - 2:15 PM CST

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and other online learning opportunities visit:
www.halfmoonseminars.org/webinars/

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Audio recordings of this seminar are available for purchase starting at \$269. See registration panel for more information and please refer to specific state licensing rules or certification requirements to determine if this learning method is eligible for continuing education credit.

Registration

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How to Register	
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Complete the entire form. Attach duplicates if necessary.	
Registrant Information Name: _____ Company/Firm: _____ Address: _____ City: _____ State: _____ Zip: _____ Occupation: _____ Email: _____ Phone: _____ Additional Registrants: Name: _____ Occupation: _____ Email: _____ Phone: _____ Name: _____ Occupation: _____ Email: _____ Phone: _____ <small>Email address is required for credit card receipt, program changes, and notification of upcoming seminars and products. Your email will not be sold or transferred.</small> () I need special accommodations. Please contact me.	

Tuition

() **I will be attending the live seminar.** Single Registrant - **\$289.00**. Three or more registrants from the same company registering at the same time - **\$269.00** each.

() **I am not attending.** Please send me the self-study package:

☐ Downloadable MP3 Audio/PDF Manual for **\$269.00**.

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Checks: Make payable to HalfMoon Education Inc.

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