

Quotation

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Customer

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Provision of Training and Delivery Services for QUDIT

Engineering Education Australia (EEA)

Engineering Education Australia is a wholly owned subsidiary of Engineers Australia, the professional body for Engineers in Australia. EEA was established in 1997 to support the Australian engineering profession in lifelong learning and the maintenance of currency and capacity to meet the needs and expectation of the Australian community.

Recognising the increasing need for bespoke courses EEA has recently increased our expert education capacity. EEA is focussed on working with our clients to develop their human capacity by designing and delivering blended learning programs to meet learning outcomes and client expectations.

Engineering Education Australia (EEA) is pleased to be able to provide a proposal for the course:

Writing Winning Technical Documents

Course Overview:

It takes a lot more than being a 'good writer' to produce winning technical documents. While writing to a high standard is important to your credibility as a writer, it is equally important to ensure that your documents effectively target your intended reader and have the impact and result that you desire.

The course will be interactive and participative that will have participants practising the strategies and skills needed to consistently and efficiently produce high-quality, professional technical documents.

Participants will work on their own sample of writing throughout the training session. Christine (Course Facilitator) encourages participants to strategically review and systematically proofread their writing to produce professional, high-quality documents.

Course Benefits:

The course will enable participants to produce technical documents that are clearly understood and trigger effective results, reduce the amount of time spent writing documents, and keeping the reader engaged and 'on track' in even the most complex documents. Also, minimise risk by avoiding ambiguity and removing potentially costly errors, and maximising credibility as a writer by producing professional quality documents.

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Course topics

- Tailor text to suit different audiences
- Integrate the appropriate tone and readability for the reader
- Learn strategies and tactics to shape and prioritise your information
- Plan a document from scratch
- Demonstrate the flexibility to write at appropriate difficulty levels for different audiences
- Produce correct paragraphs and well-constructed sentences while using words that avoid confusion and ambiguity
- Learn modern business conventions for lists, numbers and acronyms
- Achieve a consistent, clear and uncluttered look in your technical documents
- Use appropriate numbering systems
- Know current standards for integrating tables and graphics
- Practise a strategic method of reviewing and a systematic approach to proofreading to create professional quality documents that are consistent and error-free.

Learning outcomes

- Follow the process of writing to efficiently produce effective documents
- Analyse the needs and interests of the intended reader, and select, prioritise and organise information accordingly
- Write with more clarity and impact, and apply plain English principles
- Optimise layout elements to make documents easier to use and understand
- Review documents strategically to maximise their effectiveness
- Apply quality control measures to ensure documents are consistent and error-free.

Learning method

Writing Winning Technical Documents is an interactive, participative and practical course.

During the course, you will analyse your own and other participants' writing, practise effective writing skills, and learn tips and strategies to improve the quality of your writing.

Take Home

A comprehensive course workbook provided – an invaluable resource

Course Facilitator:

Christine Misso

Christine is a writing skills trainer who delivers courses throughout Australia and overseas. She is valued for her knowledge, and her clear and engaging style— feedback from clients and course participants is universally positive and enthusiastic.

She develops and delivers a variety of writing courses including Writing Winning Technical Documents, Writing for Government, and Effective Business Writing. Christine also specialises in delivering editing and proofreading courses for public and private sector clients.

She has over ten years' experience in writing, editing and proofreading reports, policies, procedures, annual reports, articles, occasional papers, newsletters and training materials.

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