

Agenda

Presented by Dr. Mark Decker

Planning, Designing and Writing Documents

- Defining purpose and audience
- Identifying the document’s audience
 - Adapting the document for audience needs and expertise
 - Creating documents that meet the needs of multiple audiences

- Writing documents
- Adopting an appropriate style and tone
 - Using effective sentence construction
 - Using sentence variety (emphasis, parallel structure, subordination)
 - Ensuring clarity (ambiguity, awkwardness, logic errors, positive writing, voice)
 - Designing documents
 - Page layout and design considerations
 - Visually appealing writing
 - Displaying data and visual information

- 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

- 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 types: specifications, reports, instructions, and proposals
- Best practices in document formats
- Document elements
- Using common document sections to establish the order of content in document front matter, body, and end matter

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Technical Writing Workshop for Design Professionals

Live, Interactive Webinar - Friday, July 23, 2021

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Learning Objectives

You’ll be able to:

- Create** documents that meet the needs of multiple audiences.
- Write** sentences that are clear, and use correct grammar and punctuation.
- Edit** your documents, checking for accuracy, completeness and effectiveness.
- Integrate** visuals, and effectively display data.
- Learn** best practices for writing correspondence and technical documents, such as specifications, reports, instructions and proposals.



HalfMoon Education Online Learning Technical Writing Workshop for Design Professionals

Live, Interactive Webinar - Friday, July 23, 2021



- Plan** documents to meet your audience’s needs and level of expertise
- Adopt** an appropriate tone and learn effective sentence construction
- Display** data and integrate visuals
- Edit** documents for grammar, style and content
- Get tips on** writing business letters, memos and emails
- Learn** about writing reports, specifications, instructions and proposals

Continuing Education Credits

- | | |
|--|---------------------------------|
| Professional Engineers
7.0 PDHs | AIA
7.0 LU Elective |
| Architects
7.0 CE Hours (Non-HSW)* | |

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Faculty

Dr. Mark Decker is a professor and 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 degree and an MA degree 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 he 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.

Webinar Information

Log into Webinar 8:00 - 8:30 am CDT	Break 12:00 - 1:00 pm CDT
Morning Session 8:30 am - 12:00 pm CDT	Afternoon Session 1:00 - 5:00 pm CDT

Tuition
\$289 for individual registration
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How to Register

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

Additional Learning

- Engineering Ethics: Handling Ethical Issues in Professional Engineering Practice**
- Fri, June 18, 2021 | 11:00 am - 12:00 pm CDT
- 2021 International Residential Code: Residential Plumbing Systems**
- Fri, June 18, 2021 | 11:00 am - 3:30 pm CDT
- International Existing Building Code 2021**
- Tues, June 22, 2021 | 8:30 am - 5:00 pm CDT
- International Building Code 2021**
- Wed, June 23, 2021 | 9:00 am - 5:00 pm CDT
- Revit Workshop: Basics of Building Information Modeling**
- Wed, June 23, 2021 | 9:30 am - 4:30 pm CDT
- Construction Cost Estimating**
- Tues, June 29, 2021 | 8:30 am - 4:30 pm CDT
- Turf Grass and Sustainable Alternative Ground Covers**
- Tues, June 29, 2021 | 7:30 am - 3:00 pm CDT
- Parking Structure Design, Construction and Maintenance**
- Wed, June 30, 2021 | 9:00 am - 4:30 pm CDT
- Sustainable Site Design**
- Wed, June 30, 2021 | 8:30 am - 3:50 pm CDT
- Vegetated Green Roof Technology: Design and Construction**
- Wed, June 30, 2021 | 8:30 am - 4:00 pm CDT
- Stormwater Best Management Practices**
- Thurs, July 1, 2021 | 8:30 am - 5:00 pm CDT
- Shallow Foundation Design, Construction and Repair**
- Tues, July 6, 2021 | 8:30 am - 5:00 pm CDT
- Estimating Plumbing and HVAC Costs**
- Fri, July 9, 2021 | 8:30 am - 4:30 pm CDT

For more information and other online learning opportunities visit:
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Continuing Education Credit Information
This webinar offers 7.0 PDHs to professional engineers in all states, except New York, and 7.0 non-HSW continuing education hours to architects licensed in states that accept non-HSW coursework, except New York.

HalfMoon Education is an approved continuing education sponsor for engineers in Florida (Provider No. 0004647), Indiana (License No. CE21700059), Maryland, New Jersey (Approval No. 24GP00000700), and North Carolina (S-0130), and North Dakota

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Completion certificates will be awarded to participants who complete this event, respond to all prompts, and earn a passing score (80%) on the quiz that follows the presentation (multiple attempts allowed).

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Registration

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How to Register	Registrant Information
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Tuition () I will be attending the live webinar. Single Registrant - \$289.00 . Three or more registrants from the same company registering at the same time - \$199.00 each. () I am not attending. Please send me the webinar recording: ☐ Streamable MP4 Video/PDF Manual for \$299.00 . ☐ USB Video/PDF Manual for \$299.00 .	
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