

HalfMoon Education Live Continuing Education Webinars

Technical Writing Workshop for Design Professionals

Online - Monday December 19, 2022 | 8:30 am - 5:00 pm CST

Credits:

Professional Engineers: 7.0 PDHs

Architects: 7.0 Non-HSW CE Hours

AIA: 7.0 LU|Elective

HalfMoon Education Inc.
PO Box 278
Altoona, WI 54720-0278

NON-PROFIT
U.S. POSTAGE PAID
EAU CLAIRE, WI
PERMIT NO. 2016



HalfMoon Education Inc.
WWW.HALFMOONSEMINARS.ORG

AIA
Continuing
Education
Provider

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
- Creating and integrating visuals

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

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

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

Presented by

Dr. Mark Decker

Professor and Department Chair in Bloomsburg University's English Department

Tuition

\$319 for individual registration

\$289 for two or more registrants from the same company at the same time.

Included with your registration: PDF seminar manual.

Credit Information

This webinar is open to the public and is designed to qualify for 7.0 PDHs for professional engineers and 7.0 continuing education hours for licensed architects in all states that allow non-HSW coursework.

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). HalfMoon Education is deemed an approved continuing education sponsor for New York engineers and architects via its registration with the Practicing Institute of Engineering (Regulations of the Commissioner §68.14(i)(2) and §69.6(i)(2)). Other states do not preapprove continuing education providers or courses.

The Practicing Institute of Engineering has evaluated and approved this course for 7.0 PDHs for New York architects and engineers.

The American Institute of Architects Continuing Education System has approved this course for 7.0 LUI Electives (Sponsor No. J885). Only full participation is reportable to the AIA/CES.

Attendance will be monitored, and attendance certificates will be available after the webinar for those who attend the entire course and score a minimum 80% on the quiz that follows the course (multiple attempts allowed).

Can't Attend? Order the Webinar as an On-Demand Package!

Recordings of this webinar are available for purchase. See details online 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.

Learn More and Register:
www.halfmoonseminars.org
Customer Service (715) 835-5900 Ext. 1

or scan here

