OVERVIEW

Clear Writing for Engineering Professionals is a three-part Virtual Instructor-Led Training (Virtual ILT) writing-training program. This program 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 virtual 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
- Employ seven best practices for creating horizontal and vertical lists
- 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
- Recognize problems in agreement
  - Subject-verb
  - Pronoun-antecedent

CLIENT LIST

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

Departments of Transportation
Arkansas Department of Transportation
Colorado Department of Transportation
Florida Department of Transportation
Georgia Department of Transportation

Environmental Protection Agencies
Illinois Environmental Protection Agency
Nebraska Dept. of Environmental Quality
Ohio Environmental Protection Agency

Private Sector
AECOM
AKRF, Incorporated
Allan Myers/American Infrastructure
ATC Group Services LLC
C&S Companies
Carollo Engineers
CDM Smith
Clean Harbors/Safety-Kleen
Cretex Concrete Products
Danfoss Turbocorp
Envirocon, Incorporated
Environmental Compliance Services
Fuss & O'Neill
Gannett Fleming

Gilbane Building Company
Haley & Aldrich
HDR Incorporated
Kleinfelder
Klepper, Hahn & Hyatt
Moffatt & Nichol
O'Brien & Gere/Ramboll
Overaa Construction
PCL Constructors
PC Construction
Schweitzer Engineering Laboratories
VHB Engineering
Webcor
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.

Why is the number of participants limited to 15?
The number of participants is limited to 15 so that each of the classes may be taught as workshop via the use of breakout rooms, polls, and other participation-enticing strategies.

Is there flexibility in terms of how the courses are scheduled?
Yes! Both the class duration and number of classes are flexible. As an example, an organization can opt for either full-day or half-day sessions. Likewise, the organization can enroll its participants in one day only, or two days, or all three. You determine the scheduling best suited for your participants.

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