

WRITE-LOGIC'S TARGETED eLEARNING INTENSIVES

*Email Excellence * Improving Tone in Technical Communications * Principles of Procedure Writing * Proofreading Today*

Write-Logic's Intensives address specific writing-training needs. Each course is similar to our eLearning technical-writing program in two important ways:

- Instruction is provided via eLearning, thereby negating the need for classroom attendance.
- The training materials have been customized for those in civil engineering, the environmental sciences, construction, and related fields.

Email Excellence

Email Excellence improves each participant's ability to write effective emails by focusing on the following five-step process:

- Use the subject line to convey the action required
- Begin with lead sentences that deliver the main message and preview how the rest of the email will be organized
- Enhance and support the message by using graphic elements
- Use letter-writing conventions to convey professionalism
- Avoid practices that could create barriers to the understanding of your messages

Program Requirements

Participants submit the following course materials for review:

- Exercises devised by Write-Logic
- Two email assignments of their own

Feedback is provided by Write-Logic on the strengths and error-patterns noted in the participant's ability to produce effective email messages.

Improving Tone in Technical Communications

Improving Tone in Technical Communications improves each participant's ability to determine the tone that is most appropriate when writing documents by focusing on the following objectives:

- *Write documents from the appropriate viewpoint*
- *Present positive outcomes, rather than negative consequences, when constructing documents*
- *Use proportion and sequencing to enable readers to infer the appropriate tone*
- *Avoid practices that compromise the professionalism of your messages*

Program Requirements

Participants submit the following course materials for review:

- Exercises devised by Write-Logic
- A writing assignment of their own

Feedback is provided by Write-Logic on the strengths and error-patterns noted in the participant's ability to produce documents using effective tone.

WRITE-LOGIC'S TARGETED eLEARNING INTENSIVES (continued)

Principles of Procedure Writing

Principles of Procedure Writing improves each participant's ability to create effective procedures by implementing the following strategies:

- Observe best practices when creating procedure text
- Avoid practices that compromise your directives
- Include graphics to reinforce your messages
- Use warnings and cautions in technical procedures to advise procedure users of possible personal injury or equipment damage

Your employees will learn best practices enabling them to increase the effectiveness of their procedures, thereby saving time on both a personal and organizational level.

Program Requirements

Participants submit the following course materials for review:

- Exercises devised by Write-Logic
- A procedure-writing assignment of their own

Feedback is provided by Write-Logic on the strengths and error-patterns noted in the participant's ability to produce effective procedures.

Proofreading Today

Proofreading Today improves each participant's ability to produce error-free documents by enabling them to determine the following:

- Recognize the capabilities and limitations of Microsoft Word to identify the following "surface" errors:
 - spelling
 - word choice
 - punctuation
 - grammar
 - format
- Use proofreading strategies—both electronic and manual—to identify errors within your documents

Program Requirements

Participants submit the following course materials for review:

- Exercises devised by Write-Logic
- A proofreading assignment of their own

Feedback is provided by Write-Logic on the error-patterns noted in the participant's proofreading efforts.