Etapp 2 - The Technical Writing Workshop (Distance Course)
is a follow-up course to:

The Technical Writing Workshop – how to write Technical Documentation in English

Etapp 2 now includes an updated section on **SIMPLIFIED TECHNICAL ENGLISH**

Course duration: Approximately 2 hours per week for 6 weeks.
(Perhaps you can do the course during working hours.)

The course starts in week 8 and ends in week 13, (2015).

Etapp 2 Distance course fee: SEK 5 900,00 per person plus moms
Bindande anmälan via email: sprakbruket.educ@tele2.se

This course is only for course participants who have taken part in
The Technical Writing Workshop from 2003 to 2014.

Etapp 2 has been run on nine occasions as a 2-day course in Linköping, Stockholm, Västerås and Malmö between 2010 and 2013. It has been run as a distance course on one occasion in 2014. The response was very positive and I am grateful to the course participants for their appreciation and their feedback. (See the Distance Course evaluation in the attached file.)

It is very important that you know beforehand what the course contains
and exactly how it will be run.
The focus is on a large number of specific language aspects involved in technical documentation. There will be a small number of short writing tasks or questions for some of the sections in the material. You will correct these exercises yourself with the help of an answer key (facit). There will be no face-to-face meetings.

It might be possible to start an Email Group or Facebook Group where you can discuss issues with other course participants. I will not actively take part in such a group but would be glad to answer any questions, give advice and my opinion on anything of importance that arises.
In addition, you can send in questions each week during the course. These questions can be about the course material or about something from your own work.

You will receive 2-3 chapters of course material per week in PDF files. The material is for self-study.
Please read "Contents" on the next page and get in touch if you need further details about the course.

I look forward to "seeing" you on the course if you decide to take part.
Best regards

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ETAPP 2 – THE TECHNICAL WRITING WORKSHOP DISTANCE COURSE

Contents

The emphasis in this course is on the English <u>language</u> used in good technical documentation, <u>not</u> on style, page layout, font size, etc. although some aspects of style will also be taken up. The course consists of six weeks of self study "lectures" with short written exercises following <u>some</u> lectures. You will correct the exercises yourself with the help of an answer key. (With reservation for minor adjustments)

Section	**Brief description of contents**
1. Numbers, numerals	Six or 6, 4 cm bolts or 4-cm bolts, fortyfive or forty-five, 1000 or 1,000 etc.
2. Instructions	Approximately 40 requirements for good structure
3. 3a Punctuation	Colons Semicolons Apostrophes Commas
3b More Punctuation	Hyphens and dashes (Em, En) Exclamation marks Parentheses Quotation marks Slash(stroke) on/off switch, and/or, his/hers ?
4. Software instructions	Similarities and differences to standard/hardware instructions
5. Auxiliary verbs	Should, must, shall, will, can, could, able, may, might etc.
6. A simplified approach to technical English	**What is STE Simplified Technical English?** Explaining the STE writing rules and the dictionary of approved and unapproved words. Similarities and differences to "The Technical Writing Workshop"
7. Basic lists	Advice on making basic lists in documentation Introductory sentences before lists Numbers or bullets, full stop or comma Capitals or lower case Parallelism

8. Grammar	Past, present, or future time in technical documentation Active and passive structures – usage The -ing form Positioning adverbs: always, never, carefully, fully Articles: a/an/the, a unit, but an umbrella? Use a/the screwdriver Typical uncountable nouns in technical English Pronouns and determiners, every/each, who/which, it/this etc. The "of" genitive, the "s" genitive, adjective-noun constructions
9. Better sentence structure	Reducing, combining, splitting, highlighting, add-ons, etc
10. Prepositions in technical writing	The right preposition in the right place, 50 examples Typical preposition problems and errors - examples
11. Words	Pretentious words and simple alternatives Wordy phrases and simple alternatives Frequently confused words: advise/advice, affect/effect, among/between Unnecessary modifiers Words to be avoided Gender sensitive words - alternatives
12. Dimensions	length/long, height/high, wide/width, deep/depth "…is 40 cm high…is 40 cm in height…has a height of 40 cm…? 120 mm x 240 mm or 120 x 240 mm etc.
13. Forty failures	The forty most common writing errors that have occurred in almost 3500 written assignments done by previous TWW course participants.
14. Safety	Caution Warning Danger (Note) The language used in written safety instructions/regulations Examples of safety texts Self-test on safety vocabulary
15. Capital letters	Advice on usage in titles, headings, subheadings, technical terms, acronyms etc.
16. Special trouble areas	Lie or lay, 5 kg or 5 kgs, avoid or do not, fix, dismount, raise, rise, attach, fasten, ensure, make sure, if necessary, get, remove, etc. Personal, impersonal style
17. Appendix	Questions and answers from previous courses Online dictionaries Books