COURSE SYLLABUS

Writing Government Technical Documents Course (Self-Paced)

Learn how to craft clear, concise, and technically accurate documents—such as SOPs, Federal Register notices, or white papers—for government audiences.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/writing-government-technical-documents-course-self-paced

support@graduateschool.edu •
(888) 744-4723

Course Outline

Module 1: Understanding Government Technical Writing

- Define government technical writing and its types.
- Apply the seven traits of writing to improve technical documents.
- Understand the technical writing process and audience analysis techniques.
- Collaborate effectively with others to produce quality technical documents.

Module 2: Organizing Government Technical Documents

- Develop an information plan for technical documents.
- Research efficiently to support the main ideas in your document.
- Use inductive and deductive approaches to organize information logically.
- Outline effectively for both formal and informal writing projects.

Module 3: Writing with Clear Technical Formats

- Identify and draft technical emails, memos, and letters in various formats.
- Use page design and formatting for clarity and readability.
- Apply graphics and visual aids to support technical content.
- Write clear, concise instructions and procedures for various audiences.

Module 4: Drafting Specific Technical Documents

- Identify formats for formal reports and proposals.
- Organize formal reports for readability and audience needs.
- Write formal technical definitions and process descriptions.
- Apply organization patterns and calculate readability for drafting.

Module 5: Revising for Content and Readability

- Revise documents for clarity and readability using parallel structures and transitions.
- Assess and refine your workplace project for effective communication.

Module 6: Refining for Accuracy and Correctness

- Provide effective feedback to improve document accuracy.
- Proofread and correct documents for grammar, spelling, and punctuation.
- Use modern revision methods for both digital and printed documents.