

Since 2007, Making IT Experts & Products

## Course: Technical Writing

Duration: 24 Hrs (Changeable) | Fees: Individual / Batch

Since 2007, Nestsoft TechnoMaster has been providing training, internships, and services in IT technologies, both online and offline, with the expertise of **over 250 industry experts**. We have delivered internships, training, and seminars to more than 50,000 students, resulting in numerous success stories. **We offer 100% placement support through JobsNEAR.in**

### Our Courses/Internship

- Python/Django Fullstack
- Artificial Intelligence
- Machine Learning
- Data Science
- Software Testing (All)
- Wordpress, Woocommerce
- Digital Marketing, SEO
- Php/MySQL, Laravel
- Flutter, Android, IOS
- Asp.net MVC
- Web Design, Javascript
- Angular JS, React JS
- CCNA, MCSA, CCNP
- AWS, GCP, Azure
- Odoo, SalesForce, Sap
- Microsoft Excel
- Ethical Hacking



Syllabus on the Next Page ..



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- \* Course: Technical Writing

- \* (Duration: 24 - 30Hrs)

## **Module 1: Introduction to Technical Writing**

- \* What is Technical Writing?
- \* Importance and scope in industry
- \* Difference between technical and other forms of writing
- \* Roles and responsibilities of a technical writer

## **Module 2: Overview of Technical Document Types**

- \* Software Documentation:
- \* User Guide/Manual
- \* Installation guides
- \* Release Notes
- \* Whats New
- \* API Documentation

## **Module 3: Writing Fundamentals**


- \* Principles of clear and concise writing
- \* Grammar and punctuation essentials
- \* Sentence structure and readability
- \* Tone, style, and voice in technical writing
- \* Audience analysis and purpose-driven writing

## **Module 4: Components of a Technical Document**


- \* Creating a TOC
- \* Creating a LOF

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- \* TOC vs Index

- \* Documentation Plan

## **Module 5: Writing Principles**

- \* Basics of clear, concise, and structured writing
- \* Grammar essentials: Active vs. Passive voice, parallelism
- \* Common language pitfalls: Ambiguity, jargon, and filler words
- \* Introduction to tone, audience awareness, and readability
- \* Familiarity with Industry Style Guides (MSTP)

## **Module 6: Documentation Life Cycle**

- \* Understanding the documentation workflow
- \* Requirement gathering and SME collaboration
- \* Audience analysis and requirement gathering
- \* Planning content structure and flow
- \* Content review and approval workflows

## **Module 7: Software Tools for Technical Writing**

- \* Authoring tools: MS Word, Oxygen XML & FrameMaker (Overview only)
- \* Screenshot and visual tools: Snagit, MS Visio
- \* Basics of Git

## **Module 8: Document Planning & Design**

- \* Content structuring with headings, lists, and tables
- \* Using screenshots, icons, and diagrams effectively
- \* Creating templates and maintaining consistency

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- \* Managing Table of Contents, Indexes, and Figures

## **Module 9: Review, Feedback, and Editing**

- \* checklist and peer reviews
- \* Working with SMEs and resolving comments
- \* Proofreading techniques and formatting standards
- \* Versioning and document control
- \* Final Edits and Quality Checks

## **Module 10: Publishing and Output Formats**

- \* Formats: PDF, HTML, Online Help
- \* Basics of Cloud content and In-App Help
- \* Introduction to CMS
- \* Documentation maintenance and updates

(Click on Course for more details)

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**- Thank You -**

N.B: This syllabus is not final and can be customized as per requirements / updates.

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