

Module 1: Basic Level Programme

- 1) Overview of Technical Writing
- 2) Categories of Documents
- 3) Nuances of English usage
- 4) Technical Writing process guidelines
- 5) The Role of Technical Writing Tools such as Robohelp, Framemaker etc.
- 6) Structured Description
- 7) Structured Layout
- 8) Letters
- 9) Electronic Communication
- 10) Short descriptions and essays
- 11) Document Design aspects
- 12) Ethical Norms in Technical Writing

Module 2: Specializations

Scientific Writing

- 1) Reports and proposals
Definition and Characteristics of a Report
Writing a report
Major Categories of Reports
Significance of a Proposal
Types of Proposals
Sections in a Proposal
Various Formats of a Proposal
- 2) Instructional Design
2.1 What is Instructional Design?
2.2 Instructional Design Models
- 3) Scientific Papers
3.1 Scientific Research Paper: An Overview
3.2 Sections of a scientific paper
3.3 How to publish a scientific paper : step by step process
- 4) Abstracts
- 5) Theses
 - 5.1 Choosing a good advisor and research problem
 - 5.2 Writing a Good Thesis Statement
 - 5.4 Steps to Thesis-Writing
 - 5.5 Elements of a Thesis
- 6) White Papers
- 7) Referencing Patterns

- 7.1 Harvard System (name/ author- year system),
- 7.2 Citation Order System -Vancouver system,
- 7.3 CBE Style manual
- 7.4 Chicago Manual of Style

Business Writing and Creative Writing

- 1) Minutes
- 2) Memos
- 3) Reports
- 4) Proposals
- 5) Company Profiles
- 6) Press Releases
- 7) Meeting Agendas
- 8) Company Catalogues
- 9) Brochures
- 10) Tagline creation
- 11) Newsletters

Software Documentation

- 1) Manuals
 - 1.1 Instruction manual
 - 1.2 User manual
 - 1.3 Installation Manual
 - 1.4 Maintenance Manual
- 2) SRS
 - 2.1 Importance of writing an SRS
 - 2.2 Involvement of Technical writers
 - 2.3 What should the SRS address?
 - 2.4 Writing Software Requirement Specification:
- 3) Online Help
- 4) Technical Descriptions
- 5) Specification Sheets
- 6) FAQs

Medical Writing

1. Fundamentals of Medical Writing
2. Good Clinical Practice Guidelines
3. The Clinical Study Report
4. Publication Writing
5. Regulations and Industry Standards
6. Writing Effective Documents
 - Writing Standard Operating Procedures Policies, Procedures, Instructions, and Methods
 - Writing Quality Manuals and Plans