Writing Government Technical Documents Course

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

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/writing-government-technical-documents

CustomerRelations@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.