**Date:**

**Topic/Title:** Advanced Technical Writing – Technical Writing for Brewing

**Products**

**Targeted Course Length:** 4 hours. Optimal schedule: across 4 weeks with assignments in-between. Otherwise instructional time needs to be made for activities.

**Student to Instructor Ratio:** 10:1 max

**Objectives**

* Understand the importance of technical writing in craft brewing
* Be able to create a log utilizing design principles.

**Outcomes**

* Students will be able to create usable and consistent technical documentation
* Write with brevity, clarity, and active language

**Target Industry:** The course is designed for persons working in the brewing industry who must write or edit technical documentation.

**Primary Audience:**  Production Associates, Supervisors, Quality and Management

**Prerequisites: Not applicable**

**Instructor Baseline SME:** Instruction for this course must have either professional experience in technical writing or have taken a certificate course.

**Standards (i.e. reference material):**

**Assessment (recommendation)**

**Outline**

1. Course Content
   1. Learning Objectives
2. Introduction
3. Layout: Document design for functionality
   1. Consistency
   2. Usability
   3. Headers
   4. Footers
   5. Margins
   6. Spacing

Assignment: Take X document and organize the information in a clear and useful manner. Improve upon the current design. (use quick reference card)

1. Assess Audience and create docs that meet their needs: Grammar, word choice, clear communication, timeliness
   1. Write for your audience
   2. Present tense
   3. Job titles & pronouns
   4. Jargon
   5. Clarity
   6. Brevity

Assignment: Write a description of X with your auditor in mind. Now write it with your coworkers in mind. Can you make this into one document?

Make coffee or make popcorn, PB&J, cook pasta, SOP style doc

* Looking for more explanation of purpose for coworker, more specs, tips and tricks

1. Diagrams, graphics, and tables as tools for conveying information
   1. Pictograms
   2. Diagrams
   3. Building Tables
   4. Charts
   5. Graphics

Assignment: Take X paragraph and organize it into a table or graphic.

1. Making reproducible, usable, living documents
   1. Design with the user in mind
   2. Clear language
   3. Reproducibility
   4. Ease of updating
   5. Time and date stamps
   6. Document traceability

Assignment: Create a log that would be used at your facility. Keep in mind design principles and keeping the same design across docs.