Information Processing Society of Japan
Kansai Branch
Technical Writing Fundamentals – Intermediate
November 29, 2017

Schedule	
9:30–9:40	**Orientation** - Self-introductions - Purpose and Goals - Activities
9:40-11:00	**Lecture/Presentation** - General Advice for Better Technical Writing - Good Practices - Introduction to Self-study: Impact Writing and Verb Power
11:00-12:15	**Introduction to "IMRAD" System** - Brief Lecture - *Abstract Writing* Exercise & Analysis
12:15–13:00	**Lunch**
13:00–14:00	**Writing Style Points: *Principles and Exercises*** - Introduction to "Parallelism Concept" in Writing - Changing Abstract Nouns into Action Verbs
14:00–15:30	**Common Problems in Technical Writing** - Typical formatting problems - Prepositions, unneeded words, word choice - Word order, logic, style, paper preparation
15:30–16:50	**Writing Clinic** (*from submitted pre-class assignments*) - Sample Analysis: Individual and Team Work - Correction and Explanation by Classmates/Instructor - Finalized "In-Class Worksheet" sent to students *after course*
	Wrap-up