

Information Processing Society of Japan
Kansai Branch
Technical Writing Fundamentals – Intermediate
November 11, 2018

Schedule	
9:30–9:40	<p>Orientation</p> <ul style="list-style-type: none"> - Self-introductions - Purpose and Goals - Activities
9:40–11:00	<p>Lecture/Presentation</p> <ul style="list-style-type: none"> - General Advice for Better Technical Writing - Good Practices - Introduction to Self-study: Impact Writing and Verb Power
11:00–12:30	<p>Introduction to “IMRAD” System</p> <ul style="list-style-type: none"> - Brief Lecture - <i>Abstract Writing</i> Exercise & Analysis
12:30–13:30	Lunch
13:30–14:30	<p>Writing Style Points: <i>Principles and Exercises</i></p> <ul style="list-style-type: none"> - Introduction to “Parallelism Concept” in Writing - Changing Abstract Nouns into Action Verbs
14:30–15:50	<p>Common Problems in Technical Writing</p> <ul style="list-style-type: none"> - Typical formatting problems - Prepositions, unneeded words, word choice - Word order, logic, style, paper preparation
15:50–17:00	<p>Writing Clinic (<i>from submitted pre-class assignments</i>)</p> <ul style="list-style-type: none"> - Sample Analysis: Individual and Team Work - Correction and Explanation by Classmates/Instructor - Finalized “In-Class Worksheet” sent to students <i>after course</i>
	Wrap-up