

Information Processing Society of Japan
Kansai Branch
Technical Writing Fundamentals – Intermediate
(REMOTE TRAINING PROGRAM*)
September 17, 2023

Schedule	
9:30–9:35	Orientation <ul style="list-style-type: none"> - Self-introductions - Purpose and Goals - Activities
9:35–10:35	Lecture/Presentation <i>(abbreviated for online version)</i> <ul style="list-style-type: none"> - General Advice for Better Technical Writing - Good Practices - Introduction to Self-study: Impact Writing and Verb Power
10:35–11:30	Introduction to “IMRAD” System <i>(correction of pre-class self-study)</i> <ul style="list-style-type: none"> - Brief Overview - <i>Abstract Writing</i> Exercise & Analysis
11:30–12:00	Writing Style Points: Principles and Exercises <i>(correction of pre-class self-study)</i> <ul style="list-style-type: none"> - Introduction to “Parallelism Concept” in Writing - Changing Abstract Nouns into Action Verbs
12:00–12:45	Lunch
12:45–13:00	Writing Style Points: Principles and Exercises <i>(continued)</i> <ul style="list-style-type: none"> - Changing Abstract Nouns into Action Verbs
13:00–14:10	Common Problems in Technical Writing: Flashcard Drill <i>(abbreviated for online version)</i> <ul style="list-style-type: none"> - Typical formatting problems - Prepositions, unneeded words, word choice - Word order, logic, style, paper preparation
14:10–15:15	Writing Clinic <i>(from submitted pre-class assignments)</i> <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

*In reviewing this student manual **before** the online seminar, please give extra attention to the instructions in red font.