



## Technical Writing in English 10 hour Workshop

Good writing never goes out of style, and today the need for clear, effective writing is more important than ever to the success of your business. Nowadays with the increased emphasis on communicating even critical instructions and data by email, require effective writing skills. This *four-afternoon (10hrs) workshop* will allow you to learn about proven technical writing approaches and techniques that can be applied back on the job to achieve successful technical written communication as well as enhance your reading and verbal comprehension.

### How you will Benefit (Objectives):

- Reviewing the basics of good technical writing;
- Understanding the needs of your audience;
- Planning and organizing the project;
- Overcoming writer's block;
- Selecting the appropriate format for your audience;
- Preparing instructions, definition, documentation, reports and proposals;
- Understanding sentence structure and powerful word usage;
- Incorporating graphs, charts and tables.

### Who should participate?

The workshop is designed specifically for engineers, scientists, IT/computer personnel and people in R&D and other technical areas, as well as business professionals at all levels, who are non-native English speakers.

Applicants should have a *Certificate of English language of an "O" level or IGCSE with at least "C", or equivalent.*

### Tutors:

All instructors in the Adult Education program have Masters level qualifications in English and specialist training in the teaching of English as a second/foreign language. They are likewise experienced University level language teachers.

### Program Outline:

This four-afternoon intensive workshop will take place at the University of Cyprus, or at the interested organization premises. Alternative dates can be arranged with your organization.

### Learning Approach:

Learner centered approach with individual hands-on experience using case studies, group analysis and real work simulations.

### Groups:

Each group will have a minimum of 10 participants and a maximum of 15 participants. The cost is €100 and includes the pedagogical materials.

**Group A:** 04, 05, 08 & 09.10.2012 17:00-19:30

**Group B:** 01, 02, 05 & 06.11.2012 17:00-19:30

**Group C:** 06, 07, 10 & 11.12.2012 17:00-19:30

### Tailor-made Program:

The Language Centre can arrange to address the specific needs of your company and create a tailor-made course for professionals.

Registration is through KEPEAA at 22 89 4151 or email [kepeaa@ucy.ac.cy](mailto:kepeaa@ucy.ac.cy)





**ΚΕΝΤΡΟ ΕΠΙΣΤΗΜΟΝΙΚΗΣ ΕΠΙΜΟΡΦΩΣΗΣ  
ΑΞΙΟΛΟΓΗΣΗΣ ΚΑΙ ΑΝΑΠΤΥΞΗΣ (Κ.Ε.Π.Ε.Α.Α)**

## *Technical Writing in English* *10 hour Workshop*

### **Registration Form**

#### **Details of the Participant**

Name/Surname: .....

Address: ..... City: ..... Code: .....

Telephone Number: ..... Email: .....

Job Title: ..... Company Name: .....

Person responsible for the Registration  
(in case it's on behalf of a company): .....

Signature: ..... Date: .....

Please select the group you are interested in by ticking the relevant box:

<b>Group A:</b> 04, 05, 08 & 09.10.2012	17:00-19:30	<input type="checkbox"/>
<b>Group B:</b> 01, 02, 05 & 06.11.2012	17:00-19:30	<input type="checkbox"/>
<b>Group C:</b> 06, 07, 10 & 11.12.2012	17:00-19:30	<input type="checkbox"/>

\* I have already completed  IGCSE  GCE "O" level of English and have received a Certificate of level ..... from .....  
..... in year ..... *(the original will be presented upon registration)*

This completed form should be forwarded to the KEPEAA offices at least two weeks before this course is offered:

Postal Address: Κ.Ε.Π.Ε.Α.Α., P.O.Box.20537, CY-1678 Nicosia  
Fax: 22895060  
e-mail: [kepeaa@ucy.ac.cy](mailto:kepeaa@ucy.ac.cy)

