



CENTRE FOR INCLUSIVE DEVELOPMENT

offers UGC-Sponsored **Certificate in Technical Writing**

What is *Technical Writing*?

The origins of Technical Writing as a discipline may be traced back to the World War I, when the need for technology-based documentation in the fields of military, manufacturing, electronics, and aerospace industries was felt. The Society for Technical Communication (STC) defines technical writing as “...a broad field that includes any form of communication that exhibits one or more of the following characteristics: (1) communicating about technical or specialized topics, such as computer applications, medical procedures, or environmental regulations; (2) communicating by using technology, such as web pages, help files, or social media sites; or (3) providing instructions about how to do something, regardless of how technical the task is, and regardless of whether technology is used to create or distribute that communication.” Technical Writing is a communication that aims at conveying particular information meant for particular purposes to a particular set of audience. It is most often than not an explanation of scientific and technical subjects associated with finance, construction, medicine, agriculture, technology, etc. Technical Writing translates complex technical concepts and instructions into a series of simple steps that enable users to perform a specific task in a specific way. To present appropriate information, writers must understand the audience and their goals. Technical writers are a bridge between the makers of a technology and its users. A technical writer understands products and writes about them in a user-friendly language.

A technical writer creates some of the following:

- Design Specifications
- Users’ Manuals/Guides
- Hardware Manuals
- Installation Manuals
- Online Help

Career Opportunities in *Technical Writing*

In recent times, job opportunities in the field of Technical Writing has increased exponentially and offers a scope to people from different educational backgrounds. At

present, it is a multi-billion dollar industry and has an ever increasing demand for technical writers as without documentation, products do not sell as expected. The sectors that need technical writers include Information Technology, Telecom, Electronic, BPO, Aerospace/Defense, Manufacturing, Software Publishing Companies, etc.

Course Content

| C. Code | Title | L | T | P | Cr |
|---------|--|---|---|---|----|
| TW0011 | Introduction to Technical Writing (TW) | 3 | 1 | 0 | 4 |
| TW0012 | Documentation Development Life Cycle | 3 | 1 | 1 | 5 |
| TW0013 | Foundations of Writing | 3 | 1 | 0 | 4 |
| TW0014 | Web Technology & Software Tools for TW | 2 | 1 | 2 | 5 |
| TW0015 | Project Work | 0 | 0 | 0 | 6 |

Total Cr. 24

General Features

Flexi Timing : In order to accommodate existing students and working professionals, the timing of the course would be kept flexible.

Duration of the Programme : One Semester or Six (6) Months.

Eligibility Criteria : Students who have passed Class XII standard are eligible to apply for the course. Admission will be determined on the basis of marks obtained in the Class XII Examination.

Intake : 25

How to apply

Eligible candidates may apply in the [prescribed format](#) along with copies of relevant testimonials and an application fee of Rs. 100/-. Completed application forms are to be submitted to the Centre for Inclusive Development, TU.

Fees Structure

The course fee is Rs. 3000/- to be paid during admission (Rs. 2000/- for SC, ST, OBC-NCL, PWD, economically underprivileged and female candidates).

Important Dates

| | | |
|--|---|----------------------|
| Last date of receipt of completed application form | : | August 18, 2017 |
| List of selected candidates on Tezpur University website | : | August 22, 2017 |
| Dates of admission | : | August 30 & 31, 2017 |
| Commencement of classes | : | September 4, 2017 |

Contact

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[DOWNLOAD APPLICATION FORM](#)