



ISTC - Communication of Technical Information.

Summary of Course Syllabus.

01 Technical Communication Techniques.

This syllabus covers the handling of technical information in industry, science and commerce, and the effective and economical methods of preparing and communicating this information in technical reports, design documents, specifications, leaflets, technical articles, abstracts, simple equipment handbooks, sales and technical presentations, conferences and lectures.

01 Describe the Communication Process.

02 Match Information to Different Users' Needs.

03 Collect and Sort Information.

04 Prepare and Present Information.

05 Understand the Special Factors in International Communication.

06 Understand the Methods of Communicating.

02 Technical Authorship.

The aim of the course is to help them to attain the professional standard of technical authorship required for producing technical manuals, sales literature and other forms of data presentation.

01 Describe the Role of the Technical Author.

02 Plan an Assignment.

03 Gather Information.

04 Establish the Technical Content.

05 Prepare Draft Information.

06 Commission Illustrations.

07 Prepare Work for Reproduction and Distribution.

08 Describe Supporting Equipment and Processes.

The full Syllabus can be obtained from the ISTC Administrator for £5 including postage.