

## Effektives technisches Englisch

### Technische Dokumentation auf Englisch

#### SEMINAR

12. und 13. November 2020, Beginn 9:00 Uhr  
An der Akademie 5, 73760 Ostfildern  
Veranstaltung Nr. 34675.00.007

#### IHRE REFERENTIN

C. Kreis-Meyer

#### BESCHREIBUNG

As a technical writer you need to be able to explain how things work. You write operating or maintenance manuals, assembly and safety instructions, product descriptions and other materials meant to inform and educate. You have the skills to do this in German. Do you also need to write technical materials in English?

Technical communication for an international audience should be very clear, direct and easy to understand. What techniques can you use to achieve this ambitious goal? In this technical writing seminar you will learn how to write technical content in English for an international audience.

#### ZIEL DES SEMINARS

The seminar will help you to develop the necessary skills and give you the tools to become a competent technical communicator in English.

Hands-on approach to teaching writing skills

- > best practice models to learn by examples and to arise awareness
- > task-based writing activities and collaborative writing tasks to learn by doing
- > you will get feedback on your writing and create your own personal writing survival kit

#### TEILNEHMERKREIS

The seminar is designed for technical writers. It will be held in English. To benefit from the technical writing seminar you will need to have at least B2 level English (upper-intermediate – fortgeschrittene Englischkenntnisse) according to the Common European Framework of reference for languages.

Please bring a laptop along, and also some examples of your writing.

#### SEMINARTHEMEN IM ÜBERBLICK

Thursday, 12 and Friday, 13 November 2020

9:00 to 12:15 and 13:45 to 17:00

Simplified Technical English (STE)

- > What is it?
- > How can it help you to communicate technical content to an international audience?

Writing instructions, procedures, policies, technical specifications and marketing brochures

- > What do you need to consider when writing for an international audience?
- > What are the stylistic traps in technical English and how do you avoid them?

Writing online documentation and help files

- > What do you need to consider when writing online materials?

> How does it differ to writing paper documents?

Collaborating on writing projects

> Many writing projects are team efforts requiring collaboration with two or more people, which can be quite challenging. Working together with team members from other cultures expands the challenge significantly. How can you deal with standardizing the writing, usability testing and editing?

Ethical and liability issues

> What do you need to pay attention to when writing for an international audience?

#### REFERENTEN

Cornelia Kreis-Meyer  
CK Translations, Leonberg

#### TERMINE UND PREISE

Die Seminarteilnahme beinhaltet Verpflegung und ausführliche Seminarunterlagen. Die Kosten betragen pro Teilnehmer 960,00 EUR (MwSt.-frei), inklusive aller Extras.

#### IHRE ANSPRECHPARTNERIN

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Gerne übernehmen wir auch die Buchung Ihres Hotelzimmers.

Sie finden unsere AGB unter: <https://www.tae.de/die-tae/agb/>