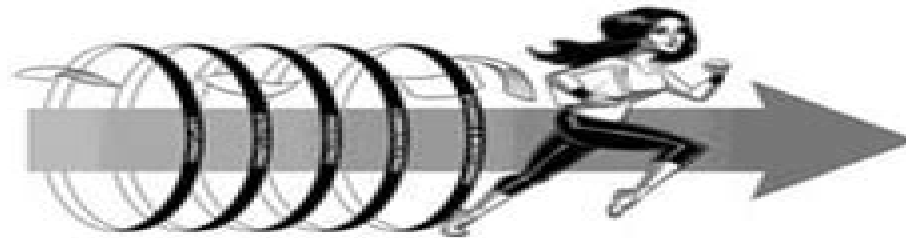


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3

TECHNICAL WRITING

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This booklet covers Step 3 Technical Writing of the six-step documentation process (Step 1 – Capturing, Step 2 – Structuring, Step 3 – Presenting, Step 4 – Visual Documentation, Step 5 – Documentation for Effective Meetings, Step 6 – Storing & Maintaining information). This booklet provides some basic tips, techniques, approaches and exercises for understanding and practicing how to capture information effectively.

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