

More than
1500
students
trained and
placed

Prospectus of the

*Diploma in Technical Communication
Classroom Model & Virtual Classroom Model*

Offered by



Registered Office:

24, Kshipra Sahaniwas, Karvenagar,
Pune – 411 052, India

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About Technowrites

Technowrites is a professionally managed company, specializing in technical communication. Since 1994, Technowrites has established its name as a quality provider of Technical Communication services and job-oriented training in the field of technical writing.

Our Services

Technowrites offers services in:

- ❑ Designing and Writing
 - User Guides
 - Online Help
 - Training Material
 - Technical/Procedural Documents
- ❑ Instructional Design
- ❑ Designing and Developing Computer-Based Training (CBT) & Web-Based Training (WBT)
- ❑ Individual Training in Technical Writing
- ❑ Corporate Training in Technical Writing, Business Communication, and Proposal Writing

What is unique about this course

The following points make this course unique

- The only course conducted by Technowrites based on its 28 years of professional experience and more than 20 years of training experience.
- Course designed by Technowrites, based on its rich experience.
- Trained and experienced faculty with real hands on experience (probably the best in India).
- Repeat sessions offered free-of-cost.
- Excellent learning content including videos, online quizzes, training booklets, and so on.
- Includes assignments, which are designed based on Technical Communicator's day-to-day work.
- Video snippets for features of tools provided for reference
- Includes ready-to-use reference material that is being used by the industry for purposes like estimation, quality control, and so on.
- All training videos are available in USB to be taken home for revision. Videos are also available to see in classroom in tablet for revision.
- Information collection questionnaires videos and documents with explanation of every question.
- Membership of Technowrites Students Group (where lots of updates and job postings are sent.) This will continue even after the course is completed.
- Interview guidance and placements assistance.
- Resume writing tips to help you build an effective resume.
- Online Examination to revise all major parts of the course (TW Theory, TW Process, MS Word, Adobe RoboHelp). We even allow you multiple attempts if you need them. We continuously add more training content and keep our course updated.
- Wi-Fi enabled training center
- More than 1500 candidates already placed through Technowrites courses
- Opportunity to work on live projects
- Freelancing Module – A complete roadmap to help you get started
- Concept Dictionary – a dictionary to help you revise all important concepts

Infrastructure

Technowrites has a state-of-the-art technological setup and a competent team of professionals, belonging to varied fields like engineering, finance, marketing, and management. We work with the latest tools, including Word Editors, Graphic Creation, and Help Authoring Tools. This includes the Technical Communication Suite made available by Adobe.

Technowrites's Clients

We undertake on-site and off-site assignments, contracts, and projects from the industry. For on-site assignments, we depute our technical team to work at the client's premises.

Some of our clients include

Information Technology

- 3i Infotech (Formerly ICICI Infotech), India
- Accenture Service Ltd, India
- Atos Origin, India
- Aztecsoft-itest (Formerly Disha Technologies), India
- Blue Star Infotech, India
- Computer Associates, India
- Cranes Software International Ltd., India
- CXO Systems, India
- DMR Consulting, Australia
- Extenprise eSolutions, India
- Financial Engineering Solution Pvt. Ltd., India
- Geometric Software solutions, India
- Hewlett-Packard (HP), India
- HSBC Software Development, India
- Information and Telecom Systems India
- Infosys Technologies Limited, India
- Interlink Group, LLC (Taken over by EMC), India
- Jopasana Software & Systems, India
- Kanbay Software (India) Pvt. Ltd.
- KPIT Cummins Infosystems Ltd., India
- L&T Infotech, India
- Tech-Mahindra Limited (Formerly Mahindra-British Telecom), India
- Microsoft, India
- NCE Technologies, Inc, USA
- iGATE Patni (Formerly Patni Computer Systems), India
- Recosoft Corporation, Osaka, Japan
- Remittag Software Company, India
- SAP Labs India Pvt. Ltd., India
- Satyam Computer Services Ltd, India
- Synechron Technologies Pvt. Ltd., India
- System Task Group International, USA
- Tata Consultancy Services, India
- Techatalyst Infoserv Pvt. Ltd., India
- TVS Infotech, India
- VeriSoft InfoServices Pvt. Ltd., India
- Wipro Technologies, India
- Xpanxion International Pvt. Ltd., India
- Gridlogics Technologies Pvt. Ltd.
- Impact Systems
- eTouch Systems

Telecommunication & Networking

- Alcatel, USA (through Axes Technologies, India is now taken over by Tech Mahindra)
- Bharti Telesoft Ltd., India
- Greenfield Networks, California, USA
- Kenati Technologies, USA
- Motorola, Inc, USA
- Nokia, India, Singapore & Finland

Semiconductor

- Kulicke & Soffa Pte Ltd, Singapore
- E-Tools USA
- Taray, India

Banking & Finance

- Citibank N. A., Singapore
- Deutsche Bank, Singapore
- GM Finance (Through STG International, USA)
- Kotak Securities, India
- National Stock Exchange, India
- SunGard, USA
- System Access, Singapore
- Worldbank, USA (Through Infosys, India)

Engineering, Automotive & Manufacturing

- Associated Cement Companies Limited, India
- Larsen & Toubro Limited-Heavy Engineering Division (L&T HED)
- MWH India Pvt. Ltd.
- United Technologies
- Kirloskar Pneumatic Co. Ltd.
- Kirloskar Brothers Limited

Control & Automation

- Aplab Limited, India
- Aplab-Seba Electronics Limited, India
- Emerson Exports, India
- Rockwell Automation, USA

Integrated Automation and Software Solutions

- Honeywell, India & Singapore

Logistics

- Danaos Management Consultants, Greece (Shipping)
- DHL, Malaysia (Through Infosys, India)
- P & O Nedlloyd (Taken over by Maersk India Pvt. Ltd)

E-Learning

- Trina Systems Private Ltd, India

Educational Institutions

- Sinhgad Institute of Management and Computer Applications, India
- Symbiosis Center for Information Technology, India
- Indian Institute of Coal Management, India

Life Sciences

- InSilico Consulting, India
- Strand Life Sciences (Formerly Strand Genomics), India

Research & Development (R&D)

- TRDDC- The Tata Research Development and Design Centre
- Glam India

Need of Technical Writing

Some interesting facts:

- The amount of information available in the world doubles every year. Half of that information becomes obsolete in two years.
- Technical writing is considered a highly skilled area and a very lucrative profession.
- Indian technical writers are working abroad with some of the best IT companies.
- Like software development, technical writing is also a global profession.

The IT industry has an ever-increasing demand for technical writers. Training institutes, however, are very few.

In order to meet the industry's requirement, we have launched this course to train "aspiring-technical writers." This course can also be beneficial to the existing technical writers in honing their skills.

About the Course

Course Details

Course Title	Diploma in Technical Communication (Classroom Model & Virtual Classroom Model)
Type of Training	Classroom and Virtual Classroom (Distance learning)
Course Fees	Contact us for latest fee structure
Course Duration	4 Months (Approximately 150 hours including Assignments, Tutorials, Exercises, and Practice sessions)
Course Venue	Technowrites's Pune Office
Course Material	<ul style="list-style-type: none">• Training booklets designed by Technowrites's team.• Technical Communicator's Starter Kit<ul style="list-style-type: none">○ Writing Templates○ Review Guidelines○ Publication Guidelines○ QC Sheets○ Estimation Sheets○ Project Planning Sheets○ Ratio Analysis Guidelines○ Screenshot Guidelines○ Table Guidelines○ Samples of Good/Bad Resume○ Much more..

Note: All public holidays will be applicable as per Technowrites's list of holiday.

For more details visit our website

www.technowritesversity.com

Eligibility

The eligibility for the course models is as follows:

- Graduation in any discipline is recommended. However, undergraduates/diploma holders with adequate work experience can also be considered.
- Good command over English
- Knowledge of MS Windows & MS Office
- A screening test can be taken by students to test their abilities and skills. This test will be optional but is recommended. For more information, see the aptitude test section in this document.

Course Syllabus

The course consists of the following subjects:

Subject 1: Communication Basics

- What is communication
- Communication Model
- Factors affecting communication
- Verbal and non-verbal communication
- What is writing
- What is technical writing
- Applications of technical writing
- Skills of a good technical writer

Subject 2: Writing & Grammar

- Origins and developments in English Language
- English Grammar
- US & UK English
- Comprehension
- Active and Passive Voices
- Punctuation marks
- Writing Numbers
- Bias-free writing
- Writing for the international audience

Subject 3: Technical Writing & Content Writing Theory, Practices, & Processes

- Demand for Content-Based Careers
- Role of a Content Writer
- The three dimensions of a document – Structure, Content, & Presentation
- Document types and their contents
- Document development life cycle
- Software Development Life Cycle
- Content Writing Process
- Linear, non-linear, and hyper documents
- File types (.txt, .doc, .rtf, .hlp, .fm, .pdf, .html, .chm, .xml and so on)
- Types of user documentation
 - User Guides
 - Installation Guides
 - Help Files
 - Knowledge Base Documents
 - Training Material

- Technical Documentation
 - Administrator's Guide
 - Developer's Guide
 - Command Reference
 - API Documentation
 - Business Documentation
 - Project Reports
- Marketing Collaterals
 - Brochures
 - Company profile
 - Case Studies
 - White papers

Subject 4: Technical Writing & Content Writing Tools

- MS Word
- Adobe RoboHelp
- SnagIt
- Content Writing Tools
- Reviewing Tools
- Introduction to HTML
- Introduction to Blogging
- Introduction to Twitter
- Overview to DITA
- Overview of Portable and Freeware applications

Subject 5: Technical Writing & Content Writing Project Management

- Inquiry handling
- Making presentations
- Interviewing Subject Matter Expert (SME)
- Developing document outlines
- Preparing estimates
- Planning the project
- Performing Interval reviews
- Using quality Assurance techniques (Style guides, checklists)
- Releasing the document
- Maintaining project history
- Handing over the Project
- Concluding the Project
- Performing Project post-mortem
- Search Engine Optimization
- SEO Guidelines
- Infographics
- Legal Aspects of Content Writing

Special Addition: Freelancing Module

- Introduction to freelancing
- Registering a company
- Creating your website
- Creating your portfolio
- Preparing a quotation
- Preparing an invoice

The course also includes a series of ten assignments related to the topics mentioned above. The students may be asked to repeat the assignments until the output is up to the professional level.

Please Note: This is a unique course model based on Technowrites experience of more than 28 years of work and more than 20 years of (individual and corporate) training. No other institute or organization is offering this course in exactly the same model as mentioned above. The overall response of the course has been very good. However, a student's development directly depends on his/her ability, efforts, and willingness to learn.

Assignments, Exercises, & Roleplays List

Technical Writing

Mandatory Assignments

1. Concept Note
2. Procedure (Recipe) Writing
3. Drawing a Concept Map
4. Concept & Procedure Writing
5. SnagIT Practice
6. Table of Contents & Estimate
7. Writing a User Guide using Microsoft Word
8. Creating Online Help using Adobe RoboHelp

Optional Assignments

1. Minutes of Meeting
2. Preparing Questions for Interviewing SME
3. Draw A Flowchart

Role Plays List

1. Understanding Scope of Work
2. Discussing Changes in Scope
3. Interviewing SME
4. Taking Negative Feedback
5. Appearing for Interviews

Long Exercise

Coffee Table Book

Exercises

1. Speed Writing Test
2. Geometric Shapes Exercise
3. User Guide Outline for Engineering Product
4. Grammar Exercise 1
5. Grammar Exercise 2
6. Misplaced Modifiers: Squinting, Dangling, & Limiting
7. Split Infinitives
8. Punctuation Exercise
9. Use of Apostrophe
10. Use of 'the'
11. US / UK English
12. Prepositions & Conjunctions
13. Working with Numbers & Units of Measurements
14. Screenshot Exercise

15. Table Exercise
16. Callouts Exercise
17. Matrix Estimation
18. Topic-wise Estimation
19. Article Revision Exercise
20. User Guide (IMS) Revision Exercise
21. Help Mapping Exercise
22. Writing & Formatting Exercises
23. Progressive Exercises
24. Notepad Table of Contents - Sticker Exercise
25. User Guide Process - Sticker Exercise
26. Online Help Outline - Sticker Exercise
27. HTML Tagging - Sticker Exercise

Revision Exercises

1. MS Word Quiz CBT
2. Adobe RoboHelp Quiz CBT
3. Multiple Choice Question Quiz
4. Prelim Exam

Content Writing

Mandatory Assignments

1. Searching Content
2. Product Description
3. Writing Articles
4. Writing Blogs

Optional Assignments

1. Using Twitter
2. Preparing Booklet (*Long exercise*)

Examination Pattern

Examination Format

- The examination comprises of total 100 marks, of which Theory Exam is 50 marks and Oral Exam is 50 marks.
- Passing marks are 60 out of 100.
- Theory Exam will be subjective. It will include exercises and questions to answer. The duration will be two hours.
- Oral Exam includes answering questions related to theory, process, or tools. Typically, about 5 to 6 questions will be asked. Duration will be around 8 to 10 minutes.
- Sequence is the Written Exam followed by the Oral exam.
- Exam score will be given within one week of the exam.
- For getting the certificate, you need to communicate your name in writing to the course administrator.
- A student will not be given the certificate unless he/she has taken the exam.
- Exam certificates are laminated, and no changes will be made once they are issued.
- Certificates can be sent to students by mail/courier to any address in India, if requested.

Important Notes for Classroom Batch Students

- Exam can be taken only after completing all the exercises and assignments. THERE ARE NO EXCEPTIONS to this rule.
- All the completed assignments are to be shown at the time of exam. An assignment not shown will be considered as incomplete. It is mandatory to carry ALL assignments during examination. If you fail to do so, you may not be allowed to take the exam.
- The exam is scheduled together for the entire batch.
- If you are not able to take the exam with your batch, for any reason, then you will need to pay additional examination fees for rescheduling the exam (even if you take it with another batch or group).
- During exam, you will have to get your laptop with Internet access facility to the class.
- Exam paper is given as a printed copy in the class. Answer sheet (MS Word or OpenOffice file) is expected within 2 hours and 10 minutes by email. Emails to be sent to mak@technowrites.com.
- Oral exam is conducted in person.
- If a student fails the exam, a re-examination needs to be taken. The additional examination fees will have to be paid. Contact course administrator/marketing department for details.

Important Notes for Virtual Classroom Students

- Exam is taken only after completing all the exercises and assignments.
- Assignments completion mail should be obtained from the faculty before finalizing the exam date.
- The exam time can be finalized by prior appointment.
- If you are not able to take exam as per appointment, for any reason, then you will need to pay additional examination fees for rescheduling the exam.
- Exam paper (MS Word or PDF file) is sent by email. Answer sheet (MS Word or OpenOffice file) is expected within 2 hours and 10 minutes by email.
- Oral exam is conducted via phone/Skype.
- If a student fails the exam, a re-examination needs to be taken. The additional examination fees will have to be paid. Contact course administrator/marketing department for details.

Aptitude Test

Before joining the course, candidates will be required to undergo a written test. Based on the test performance, Technowrites will suggest the candidate whether he/she should join the course.

The test is conducted to check the candidate's aptitude. It is not mandatory that the candidate should give and clear the test for joining the course. The entrance test and personalized feedback is completely free. Technowrites feels it is better to appear for the test and get personalized feedback, rather than pay the complete fee and not complete the course.

The test can be taken in Technowrites's Pune office or can also be taken remotely (online).

Application Procedure

Application form should be submitted along with course fees. Payment is to be made by cheque or demand draft drawn in favor of Technowrites Pvt. Ltd., payable at Pune.

Payment can also be made via bank transfer to Technowrites. Call us for more information.

Send your application form to: Technowrites Pvt. Ltd.
24, Kshipra Sahaniwas, Karvenagar, Pune 411 052, India
Phone: +91 99232 09602 Email: mak@technowrites.com

Advanced Modules

One can opt for Advance Modules or Additional Courses by paying additional fees.

Advanced Modules List Technical Writing Tools

- Adobe FrameMaker (Unstructured + Structured), Structured Authoring
- Topic-based Authoring, XML & DITA
- CMS, Wordpress & Media Wiki

Additional Courses available in

- Instructional Design
- Proposal Writing
- Content Writing
- DITA

Payment Details

- The student has to pay the complete course fees including tax (18%) at the time of taking admission (Installment scheme available).
- There will be about 10-15 students in a batch. The batches start at periodic intervals. Contact Technowrites for more details.
- If immediate batch is full, candidates will be considered for future batches.

Batch Timing

Sunday batch: 9.00 AM to 6.00 PM (Only Sunday)

The timings and days will depend on the training center you have chosen. Please talk to the course coordinator for more and updated information.

Rules & Regulations

- *Technowrites reserves the right to refuse admission to a candidate without giving any reason.*
- *Technowrites reserves the right to terminate the admission of any candidate if he/she:*
 - *Remains absent for more than two days in any month without a genuine reason.*
 - *Does not complete and submit assignments on time.*
 - *Violates the administrative rules of Technowrites Pvt. Ltd.*

The course fees will not be refunded in any case and is not transferable.

The rules of use for the Google Group and Technowrites copyrights apply to all the students.

Hiring Companies

- Amdocs
- Accenture
- CapGemini
- Tech Mahindra
- Fundtech
- gloStream
- Honeywell Technologies
- IBM
- Kenati Technologies
- National Informatics Centre
- Persistent Systems
- Siemens 3D PLM
- SunGard
- Tata Technologies
- MIT College, Pune
- Tibco
- Hitachi
- Fluxonix Technologies
- United Software Association
- System Plus Technologies
- NICE Software Solutions
- Reflexis Systems
- Schlumberger
- Avaya
- BMC
- Cognizant
- Cybage
- Geometric Software solutions
- Hewlett-Packard (HP), India
- HSBC Software Development
- Infosys Technologies Limited
- KPIT Cummins Infosystems
- Oracle
- SAP Labs
- Sify
- Symantec
- TCS
- NTT Data
- TechTalks
- Red Hat Solutions
- Progigo Software
- Commit Technologies
- Knowledge Labs
- Ecotech IT Solutions
- Blink Consulting
- Juniper Networks

Note: This is a partial list included for indicative purpose only.

Frequently Asked Questions

How is Technowrites course different?

Google Group	Job placements, regular course updates, information on webinars, meetings, and conferences are posted on the google group. This group is created exclusively for students and is accessible 24x7.
Pen Drive	The drive contains encrypted videos of every lecture, videos of role plays, and advanced topics.
Video Snippets	Recordings of training on various features of tools like MS Word, Plagiarism tools etc. are available for reference.
Resume Writing	Video on tips to write a good resume along with samples are added to help you build an effective resume.
Interview Trainer	Audio files of probable questions that could be asked during an interview along with suitable answers, are available to help you prepare for an interview. Concept Dictionary is also added to help you prepare for the interview and summarize the entire course.
Freelancing Road Map	Right from creating a work setup to getting projects online and finally completing the project, a systematic step-by-step guide is provided to help you become a freelancer. There are exclusive sessions on creating your own website and building your portfolio. Templates for preparing quotation and invoices are given with explanation.
Training Booklets	A set of 10 Training Booklets specially designed and compiled for our students. <i>Ask the course coordinator for a free sample booklet.</i>

How will I benefit from the course?

This is a unique course designed by Technowrites to meet the requirements of the industry and supplement its growth. The course is highly job-oriented. The course is unique in many ways:

- The training includes many assignments, which are tuned to the real-life requirements of the industry.
- It is ideal for anyone who is looking at mid-career change without taking the risk of leaving the job initially.
- Good training is guaranteed as the course model is designed based on our more than 19 years of professional experience and more than 8years of training experience.
- The course model is continuously updated to ensure that it is in line with the industry's requirements.

Why is there an aptitude test? Can't you take everyone who is ready to pay the fees?

Technowrites wants to take in good candidates and give them good training. We do not recommend Technical Writing career to everyone who comes to us. Technical Writer's job needs certain skill-sets. We therefore test the candidates and then recommend this course to them. Paying the fees and joining the course is the candidate's decision. A candidate, even after failing the test, will be permitted to take admission to the course.

What are the tools taught as a part of the course?

We cover the following tools:

- MS Word
- Adobe RoboHelp
- SnagIt
- Overview of DITA OT
- Overview of Portable & Freeware Applications

The course gives the candidates additional time on the tools, other than the regular lab hours. In addition, additional advanced course modules are available for learning the advanced features of specific tools.

What types of jobs are available?

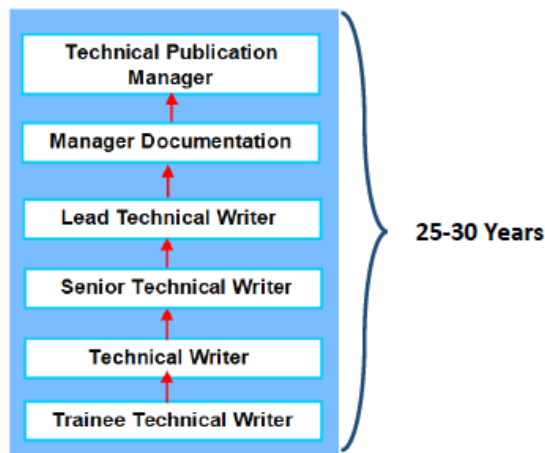
After completing this course, you start as a

- Technical Writer
- Multimedia Content Developer
- Web Content Developer
- Copywriter
- Instructional Designer
- Courseware Developer

For Service Provider Companies

This is a typical hierarchy for a Technical Writer in a service provider company.

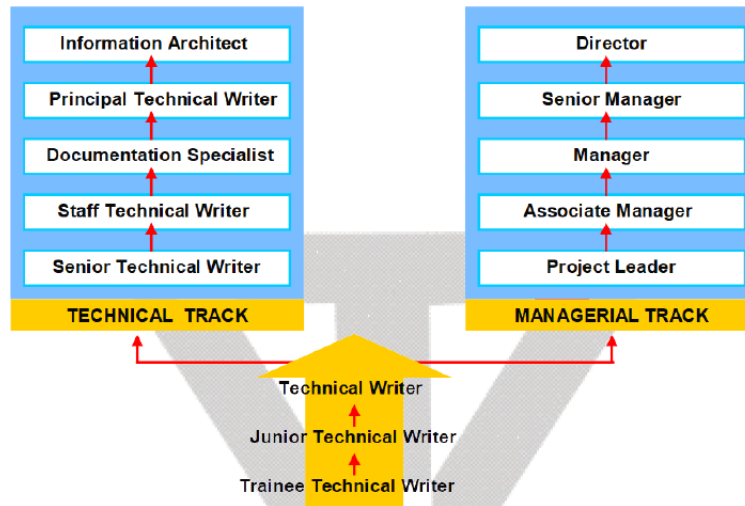
In a service provider company, you are not working on a product. Whatever documents you write is a part of a project. Hence, the growth is more along the managerial path.



For Product Companies

Typical hierarchy for a Technical Writer in a product company.

In a product company, you can grow as an individual contributor (IC) or as a manager. In some cases, an IC can earn more than a manager. An IC collects tremendous domain knowledge about a product while working on it. This knowledge makes the person indispensable for the organization. The post of "Director" exists in multinational companies only. After this, the person can grow further as Program Manager, Vice President, and so on.



Some of our students are also doing freelancing.

Will I get a certificate after completion of the course?

Yes, on successful completion of the course, you will get a Diploma certificate from Technowrites Pvt. Ltd. Course completion includes completion of all assignments and appearing for examination in the given time.

Is this course affiliated to any university or any other educational institute?

This course is not affiliated to any university or any other educational institute. It is conceptualized by Technowrites Pvt. Ltd. Technowrites has an established name in the industry. It has been created based on our professional and training experience.

What salary can I expect after completing the course?

Our courses are highly appreciated by the industry. However, the pay packet will depend on a number of factors, like your ability to negotiate, employer standards, ongoing market rate, and so on. Technowrites itself will offer internship or contracts to successful students showing excellent track record. It should not be difficult to get a starting package of Rs. 2,40,000/- (Rupees two lakh forty thousand per annum) to Rs. 5,40,000/- (Rupees five lakh forty thousand per annum).

Can you tell me something more about the Virtual Classroom Model?

Yes. It is called as Diploma in Technical Communication in Virtual Classroom Model. The online course is as powerful as the classroom course. It is a blend of training videos, training exercises, assignments (all of them are checked by our faculty and detailed personalized feedback is given), and contact hours (optional). We communicate with our students through Web based sessions, where in they can clarify their doubts. This is an internet based interactive session where you can solve your doubts and get feedback on assignments.

Does Technowrites give a job guarantee to candidates who complete this course successfully?

Technowrites Pvt. Ltd. is positive that the students will get a good placement after completing the course. Here are the plus points of the course.

1. The entire course is designed for fulfilling requirements of a job. All the course assignments are related to the day-to-day work done by Technical Writers.
2. We send information about companies looking out for Technical Writers to our course students.
3. We have special sessions related to resume-writing (for a technical writer, resume is seen as sample of writing).
4. We have special sessions on appearing for interviews.
5. We ourselves offer jobs to select students of our course.

Could the course structure and content be updated in future?

We believe in continuously updating our courses to cover latest topics and trends. So the course most certainly would be updated every year!

Do you give any discount in the fees?



We do not give any discount in the fees. We believe in giving higher value than reducing price. Along with all the theory sessions and assignments you will be getting

- Special lecture in Resume Writing
- Special lecture in Job Interviews
- Ongoing assignment feedbacks till the candidate and faculty both are satisfied with output
- Mock-interview sessions
- Job Opportunity updates and special guidance for screening tests
- Opportunity to attend special learning sessions arranged by Technowrites Connect
- Opportunity to view course videos any number of times (useful if you miss a lecture)
- Opportunity to take a specific part of course or the entire course again within next 2 years!
- Set of files given to every student on the pen drive, for easy reference. You can copy and save this material for future use. It includes audio files, video snippets, documents, spreadsheets, articles, training transcripts, and much more. You can continue to use it even after the course is completed.

In last 1 year, we have added the following. We are not taking any extra charges for this.

- Perpetual Membership of Technowrites Students Group (where lots of updates and job postings are sent.) This will continue even after the course is completed
- Set of files given to every student on the pen drive, for easy reference. You can copy and save this material for future use. It includes audio files, video snippets, documents, spreadsheets, articles, training transcripts, and much more. You can continue to use it even after the course is completed
- Specially Designed Interview Trainer included in the set of files given on pen drive
- Exercises to revise all major parts of the course (TW Theory, TW Process, MS Word, Adobe RoboHelp, Adobe FrameMaker). We continuously add more training content and keep our course updated
*Note: *Perpetual indicates the time till Technowrites able to maintain the site & Google group*
- Videos to explain the questionnaires
- Videos to explain assignments

Who conducts the courses?

<p style="text-align: center;">Dr. Makarand (Mak) Pandit</p> <p>Doctor of Letters (Honouris Causa), PGD Marketing, BE Electronics http://in.linkedin.com/in/makarandpandit Managing Director, Principal Trainer – Technowrites Pvt. Ltd.</p> <p>International Fellow - Society for Technical Communication, USA Member – WAC Clearinghouse Publications Review Board, Colorado University, USA</p> <p>Member – Board of Studies, Department of English, Fergusson College, Pune</p> <p>Trainer Council for Scientific & Industrial Research (CSIR), Government of India</p>			
			
Twitter: @makpandit	LinkedIn: Mak's Profile	+91 98232 25640	mak@technowrites.com
YouTube: Technowrites YouTube Channel		Skype: mak.pandit	

Here is what some of our students say...

Bansi Shinghala (was placed at Prorigo Software)

DTC course with Technowrites was a breakthrough for my career. To a person aspiring for a career in technical writing, this course is the first and the most important step. I had many doubts while deciding on Technical Communication as a career. After the first few classes with Mak sir, all my doubts vanished and I knew I had made the right choice.

Mak sir is the best tutor and mentor. He guides students in every way and prepares them for a real-life professional experience. He also shares the wisdom and knowledge for the personal and professional growth of the students.

The course is very well designed by Mak sir. It covers all the technical writing skills, theoretical knowledge, writing tools, communication techniques, and practical assignments. Even after the course Technowrites Institute, Mak sir, and Abhijeet sir are always there for students, to guide them at every step of their career.

I can't thank enough for all their coaching and support. Thank you Technowrites. Thank you Mak sir. Thank you Abhijeet Sir.

Sandiip Kakkade (was placed at Emerson)

I joined the DTC course as a Virtual Classroom student & went on to pursue a 6-month internship as well, post the course completion. Not only was this a paradigm change in my career but was also a gateway to an amazing Technical Writing fraternity that I got introduced to.

Working on two live projects onsite opened up a foray into the world of technical writing giving me the real-world exposure to apply the know-hows, know-whys, and know-whats that I had learnt in the course. Nevertheless, I would always cherish the experience of working alongside Mak Sir and getting to know him over and above a trainer. He is but one person whom anyone would inadvertently start following – be it his meticulousness to the task at hand or his foresightedness to judge any shortcomings and manage them proactively. You're bound to get nothing but the best in terms of the experience he has to share.

If you're a fresher just out of college chalking out the various career options, an experienced professional looking for a career change, or a homemaker who would like to get back on track in their professional journey – I would recommend Technowrites to everyone who wants to be a class apart in everything they do. Thank you Technowrites! **YOU'RE THE BEST.**

Aditi Kumthekar (was placed at Infosys)

I am glad I joined the Diploma in Technical Communication at Technowrites. The course played a pivotal role in making my career profile robust. Mak Sir's guidance and innate ability to explain the concepts with real life examples enabled to have a crisp and clear concept understanding. The assignments did a miracle by molding me to the corporate world of Technical Writing. Mak Sir's sincere efforts in informing us with the quality job opportunities helped me a lot in preparing and facing the interviews. I have also enrolled for the ID course and look forward to enhance my skill-set.

I am drawing Rs. 3.8 Lakh CTC in my current organization. The course just ended and I have already got placed at Infosys. They have offered me an almost 100% hike in CTC. Many thanks to Technowrites for this zip-zap-zoom salary rise! Technowrites - you rock!! Cheers - Aditi Kumthekar

Deval Faldu (was placed at BMC Software)

When switching a career from finance to technical-writing, there were a 1000 questions running through my mind. Am I making the right decision? But now I realize it was the wisest decision that I made. Once I got myself enrolled in the Diploma for Technical Communication,

all my fears were put to rest. The course is intricately designed to train a non-tech background person for a career in Technical Writing. The assignment are so well designed and reviewed personally by Mak sir. The internship with Technowrites helped me prepare for the real life job environment in this new field. The best thing about Technowrites is the association doesn't end when the course does. Anytime I am in doubt, Mak Sir is just an email away. Apart from that I always felt that I was mentored in a way that helped me realize my full potential. I would recommend this course to anyone who has a desire to become a technical writer. The rest of it is taken care by this course!!!

Saily Narvekar (was placed at Fundtech)

Genuine thanks to all the staff at Technowrites, especially Mak sir and Abhijeet sir. The course is expertly designed, with a perfect blend of theoretical knowledge, communication techniques and practical assignments. It steers even a non-technical person like me to the technical path, through the exact 'how' 'why' and 'whens' of the technical stuff. Also, Technical writing is a budding and honorable profession and has a promising future. One can get to explore various fields like finance, science, IT, pharma, defense, etc.

Surya Kumari Govindu (was placed at NTT Data)

Diploma in Technical Communication has made me a "Complete" Technical writer. Though I was in the field of writing for many years prior to joining the course, it has given me the confidence to do documentation of any project in any field. Assignments, mock interviews, brainstorming sessions, group activities and anecdotes shared by Mak sir mould the students into Technical writers. All one needs is a dream to excel as a Technical writer and rest of it is taken care of by "Technowrites". All the best to all the aspiring technical writers!

Lobhas Paradkar (was placed at Tech Mahindra)

Every aspiring Technical Writer must undergo this training program because: • It is industry oriented. • It helps you understand the trend in Technical Writing Industry. • It boosts up your confidence level by assigning challenging tasks. • It grooms your personality as a Technical Writer. • It may prove to be a turning point in your life. • It gives you the POWER.
P=Professionalism: You must have a professional approach towards your work to meet your deadlines. O=Organizational Ethics and W=Work Culture: DTC group assignments help you to understand the importance of organizational ethics and work cultures of different teams in an organization to become a good team player. E=Freedom of Expression: As a Technical Writer you should be moderately expressive and DTC assignments help you understand the need to avoid your emotions while writing about a product. R=Representation Skills: You should have the clarity of thought about the product and the document you are working on, as you are the representative of the product for the end user who is reading the document.

Shikha Singh (was placed at Mastek)

Technowrites is a place where you find absolute focus on 'quality' technical writing. It is the best place to learn, not only technical writing; but also project planning, managing, and teamwork.

My training at Technowrites has been that of continuous learning and improving skills. Probably the only organization where the Director of the company finds a trainee capable enough to (critically) review what he has written and considers the feedback!

In my technical writing career in Pune and Mumbai - One fact that I've come across is that...if there is a good technical writer in an organization; he/she has, at some time, been associated with Technowrites.

Abhilash Scariya (was placed at SAP)

I got to work on different types of documentation for various clients of Technowrites. Big corporates taught me to work in a team, while small firms taught me to manage documentation

projects single-handedly. Those first two years of my professional life kick-started my career well and taught me all the skills I would need. Technowrites, I can personally vouch for it.

Pallavi Sharma (was placed at Oracle)

In my opinion, Technowrites = Technical Writing = Theory@Work. In the 10-month course that I pursued, I got to work on 10 live projects of varied durations and complexity. While learning on-the-job, I also had the advantage of a strong support from Makarand Sir, who is very approachable and accommodative. That was besides the wonderful team, which provided a comfortable atmosphere where all my ideas were welcomed and appreciated. The best thing was when we teammates conducted impromptu trainings to share our knowledge and experience with each other.

Dipankar Brihaspat (was placed at Wipro)

I want to express my sincere gratitude for all the efforts you have taken to teach me and the whole batch Technical writing, you have given us a lifetime experience that we can never forget whether off the class or in class. Today I am designated as a Technical Writer in Wipro Infotech New Delhi and it's all because of your teaching and the experiences which you shared with us that I am doing good here. I remember that I didn't even knew how to write a professional mail, you taught me in your own unique style and that has benefited me big time.

Mak Sir I would like to specially mention your personal experiences that you shared with us have been very helpful in my day to day life professionally and also personally. Here people are so amazed that how I have such deep knowledge of Advance Microsoft word, Adobe Robohelp and Adobe Framemaker. I always tell everyone that Mr. Makarand Pandit is my mentor and it's his magic. I was fortunate enough to get a teaching under his guidance. In those 3 months I have learned life's very crucial lessons. It is when we get into professional front that we realize how crucial your teachings were.

Snehal Yerawadekar (was placed at Patni)

The course was an excellent learning experience. Only thing I missed was to see how a project (may be a small one is drafted). The examples were shown no doubt but as per the topics. The most important thing I learnt and liked was from Makarand Sir. He is passionate about his work and equally enthusiastic. About Abhijeet Sir, it is the patience and the ability to keep oneself cool. I would like to adapt both.”

Saral Gupta (Placed at CapGemini)

Virtual Classroom Batch Student

All the modules/CBTs are very informative and of good quality. All you need is hard work and prompt attendance towards each session that Mak will conduct on a weekly basis. Mak will also help you attend mock interview calls. Well that's how I was more confident before appearing for 'real' interviews in big MNCs.

Anjali Deshpande (Placed at Persistent Systems)

This course has been an eye-opener. There were things that I thought I knew; now I realize how wrong I was! This is good course and I would definitely recommend it to everyone who wants to become a Technical Writer. The trainer and staff were extremely helpful and friendly, always ready to help. Overall, it was a great learning experience.

Aruna Rajapurkar (Placed at Fundtech)

I think that I took a very wise decision when I joined Technowrites and I am grateful to Mak for what I have gained today. I still have to learn a lot and I am sure that Mak will always be there for us. Thanks for everything.

Apoorva Panditrao (Placed at Kale Consultants)

Virtual Classroom Batch Student

The training module is no less than regular course offered. In addition, I could learn at my own pace and submit assignments accordingly. It was a good opportunity for a “Stay-At-Home-Mom” like me. After the completion of the course, I got an opportunity to work on a live project.

Working with Mak was a good learning experience. What more, I even got placed in the same company where I did the project. I got more than 100% returns in less than 2 months. If you can differentiate between expense and investment, this course is for you.

Debargho Ghosh (Placed in a major IT company in Kolkata)
Virtual Classroom Batch Student

Technowrites is the best. Before joining Technowrites, I was confused whether to go for the regular classes or for the virtual program. Eventually had to choose the distance program with a lot of doubts in my mind. But, with time as I started the course all my anxieties settled down. With Mak as mentor, my training was almost like regular classes. Whenever I got stuck, Mak was just a mail away to lend his helping hand. Technowrites have helped me immensely to grow as a Technical Writer. Hail thee Technowrites!

Here are a few other responses (names not disclosed on request)



- Learning RoboHelp from Mak was like learning batting from Sachin Tendulkar.
- It has been a great experience and a kind of exposure through Mak that has indeed made a difference to my point of view and overall personality. I thank Mak for guiding me in the best possible direction.
- I had many doubts in the beginning. But, Mak's positive attitude helped. Mak, I hope any time we have a problem in our job you would be there to help us.
- I am more than happy that I chose to do the course at Technowrites. Learning under Mr. Pandit was a very enriching experience. He is instrumental in moldings many successful Technical Writers in India!
- Everywhere I was interviewed they knew Technowrites and Mak Pandit. I am glad I did my course with Technowrites. Thanks for everything Mak! You changed my life! Need I say anything else?
- I did a Technical Writing course elsewhere before coming to Technowrites. The faculty was an English teacher and had no technical writing experience. I sent my resume to many companies but did not get any interview calls. What I learnt in first 3 days at Technowrites was much more than the three months I spent earlier. Mak showed the mistakes in my resume and told me how to write a professional resume. Today I am placed in an IT Major and I think this was not possible without.
- I did the course elsewhere and was disappointed. When my brother wanted to do the course, I sent him to Technowrites. With his help, I convinced my family to pay for me for the course once again. Thankfully, today I have a job and have earned my fees back in less than 3 months.
- The best part is - I am still using the course material as a reference. The course equipped me for my career, not just the interview.

Students Placements List (Partial)

Name of the student	Company Name	Month/Year
Rutuja Murumkar	Atlas Copco	March-2019
Ravishankar Tiwari	Aptify Software Development Solutions (I) Pvt. Ltd.	Feb-2019
Priti Mungole	Technowrites Pvt. Ltd. (Intern)	Dec-2018
Anuja Jain	Technowrites Pvt. Ltd. (Intern)	Oct-2018
Priyadarshini Kulkarni	Aims Learning Digital Solutions	Oct-2018
Amruta Deshpande	Cummins India Ltd.	Nov-2018
Alpana Agate	Xoriant Solutions Pvt. Ltd.	Sept-2018
Nikhil Dingankar	Seagate Technology	Sept-2018
Ankita Padiyar	MoenTek	August-2018
Nutan Dongre	Suyamun Software Solutions Private Limited	August-2018
Snehal Charate	FIS	August-2018
Varsha Bhatt	Alliance Life Sciences	July-2018
Aditya Kirloskar	BMC Software	July-2018
Teena Bhatia	Apttus	July-2018
Swati Badgujar	Holga Tech Media	June-2018
Dinesh Katakdhond	Johnson Controls India	May-2018
Divya Haladi	Enthralltech Pvt. Ltd.	May-2018
Pranav Nikalje	EPPS Infotech Pvt. Ltd.	May-2018
Shruti Mahulikar	Survik Software Pvt. Ltd.	April-2018
Meghashree Agadi	L&T Technology Services	April-2018
Bhushan Chavan	Weone Softtech Pvt. Ltd.	April-2018
Sangita Nimbalkar	SCRUM Systems	April-2018
Akshay Jagtap	Transparency Market Research	March-2018
Rohan Ambike	Freelancer	March-2018
Purva Mavle	BMC Software	March-2018
Amol Ketkar	BMC Software	March-2018
Sriraksha Deshpande	BMC Software	March 2018
Manjiri Joshi	Softtech Engineering	February 2018
Bhakti Mansuke	Exadatum	January 2018
Radhika Dubey	Neilsoft Limited	January 2018
Sunayna Giroti	REAN Cloud	2017
Priyanka Soni	TCS	2017
Shudhi Kutty	BMC Software	2017
Pradnya Nagpure	BMC Software	2017
Deepti	Magic Software	2017
Aditi	Ayush Software	2017
Geetanjali Kenjale	Veritas Software	2017

*Note: All the students do not inform us when they are placed. Some students take contracts as freelancers rather than working as employees. So this list is partial.

Makarand Pandit Detailed Profile

<p>Dr. Makarand (Mak) Pandit</p> <p>Doctor of Letters (Honouris Causa), PGD Marketing, BE Electronics http://in.linkedin.com/in/makarandpandit Managing Director, Principal Trainer – Technowrites Pvt. Ltd.</p> <p>International Fellow - Society for Technical Communication, USA Member – WAC Clearinghouse Publications Review Board, Colorado University, USA</p> <p>Member – Board of Studies, Department of English, Fergusson College, Pune</p> <p>Trainer Council for Scientific & Industrial Research (CSIR), Government of India</p>			
			
Twitter: @makpandit	LinkedIn: Mak's Profile	+91 98232 25640	mak@technowrites.com
YouTube: Technowrites YouTube Channel		Skype: mak.pandit	

I am a successful technical communicator, project manager, and trainer, with over 24 years of experience.

I am the first Indian to become a Fellow of Society for Technical Communication.

Training Courses

Conducted more than 200 Training Courses & Workshops.

- Technical Writing Theory, Process, & Tools
 - DITA Theory, Process, & Tools
 - Business Report Writing
- Instructional Design Theory, Process & Tools
- Writing White Papers, Case Studies, and Marketing Collaterals

Formal Academic Education

- **Post Graduate in Marketing Management** - Institute of Management Education, Pune, India, July 1997.
- **Bachelor of Engineering in Industrial Electronics** - University of Pune, Pune, India, July 1992.

Professional Work Experience

- Completed assignments for 20 Fortune 500 companies and India's top IT, Telecom, Financial, Banking, and Engineering companies
 - Completed more than 500 successful documentation assignments.
 - Have more than 15,000 hours of training experience.
 - Have trained more than 3400 candidates in Technical Writing.
 - Have produced more than 200 hours of video content for professional training courses.

- Have developed a unique Distance-Learning Course based on Blended Instruction Pattern.

Academic Experience

- **Serving as Mentor at The Entrepreneurship Cell, IIT Powai, Mumbai**
 - Served as a **member of Special Committee appointed by Board of Studies of University of Pune**. As a member of this committee helped to formulate India's first Post-graduate Diploma in Technical Communication.
- Served as **member of Educational Task Force** of Society for Technical Communication (2006).
 - Served as judge for *All India Engineering Students' Projects Competition*.
- Served as visiting faculty for University of Pune, University of Jammu, Symbiosis University, and more than 12 other educational institutes.
 - Served as **external examiner for University of Pune**.
 - **Delivered lectures to students of Mercer University (USA)**.
- Served on the panel appointed by **Indira Gandhi National Open University (IGNOU)** to develop course on Technical Editing & Publishing.
- Coordinated, directed, and anchored a **video interview series on "Technical Writing Career" for Educational & Media Research Center (EMRC), University of Pune**.
- Served as Member, Board of Studies, Symbiosis University for developing Distance Learning Course in Technical Writing

Research Papers & Professional Presentations

- Contributed as an author to **Outsourcing Technical Communication: Issues, Policies & Practices**. The book is published by Baywood Publishing
- Research Paper published results on **Do Indian Technical Writers need Degrees from Western Universities** (December 2009).

Articles

- **Product Support Documentation** published in **Electronics for You**. India's leading Electronic Trade Journal in **April 97 issue**. Covering the importance and design considerations of documentation of Electronic Products.
 - **Freelance Technical Writing** at the **1999 Annual Conference of Society for Technical Communication, India Chapter**
- **Estimating Technical Writing Projects** at the **2000 Annual Conference of Society for Technical Communication, India Chapter**
- **Introduction to Technical Writing** published in **Time of India (Education Times Supplement)** on 9th April 2001, Bangalore Edition
- **Estimating Documentation Projects in Intercom – Newsletter (November 2001 issue) of Society for Technical Communication Worldwide** (this article is available on the web on www.stc.org/intercom/PDFs/2001/200111_08-11.pdf)
 - **Technical Writing in 1994 and 2003** paper published in the **March 2003** issue of **INDUS**, newsletter of **Society for Technical Communication, India Chapter**
 - **Seven Habits for Successful Freelancing** paper published in the **July 2003** issue of **INDUS**, newsletter of **Society for Technical Communication, India Chapter**

- **Introduction to Structured FrameMaker** published in **Techcraft** (a newsletter dedicated to Technical Writing) in September 2004 Edition
- **Rich Content Outline and Estimation Techniques** paper series published in the **various** issue of **INDUS (2010)**, newsletter of **Society for Technical Communication, India Chapter**
 - **Use of RoboHelp Server by technical publications departments** published in Adobe Blog http://www.adobe.com/devnet/robohelp/articles/robohelp_tech_pubs.html

Conference Presentations

- **Freelance Technical Writing** at the **1999 Annual Conference of Society for Technical Communication, India Chapter**
- **Estimating Technical Writing Projects** at the **2000 Annual Conference of Society for Technical Communication, India Chapter**
- **Styles Guides** at the **1999 Annual Conference of Society for Technical Communication, India Chapter**
- Delivered a web-based seminar along with Melanie Doulton for STC on **Working in Global Teams** (July 2006).
 - Presented **Business Lessons Learnt from Gardening Hobby** session at the **2007 Annual Conference of Society for Technical Communication, India Chapter**
- **Conflict Resolution** at the **2010 Annual Conference of Society for Technical Communication, India Chapter**
 - Presented **eBooks and Digital Rights Management Lessons** session at the **2012 Annual Conference of Society for Technical Communication, India Chapter**
- Presented **Management Lessons I Learnt from Body Building** at the **2013 Annual Conference of Society for Technical Communication, India Chapter**
 - Presented **Publishing Research Paper** at the **tcworld India 2013 Annual Conference**
 - Presented **Massive Open Online Courses (MOOC)** at the **STC India 2013 Annual Conference**

Technical Skills

Operating Systems	DOS, Windows, Linux (Ubuntu, Fedora)
Languages	Microprocessor Assembly Language, Visual Basic, HTML, XML, JavaScript, ASP, VBA
Applications/Packages/CMS	Adobe PageMaker, MS Word, RoboHELP, Visio, Adobe FrameMaker, WebWorks, MS Power Point, MS Project, Adobe Acrobat, Adobe Flash, SnagIT, Sound Forge, Epic Editor, Captivate, Author-it, iSpring, Adobe Presenter, MediaWiki, WordPress, Drupal, Moodle
Databases	MS Access, MS SQL, Oracle

Media Production Skills

Pre-production	Schedule Planning, Site Coordination, Resource Management, Screenplay-Writing
Production	Direction, Acting, Sound-recording, Video-recording, Lighting
Post-production	Sound Editing, Video Editing, Media Conversion, Content Encryption, Packaging, Delivery

Completed Projects for

Axis Technologies, India & USA	Alcatel, India
Atos Origin, India	<i>Abu Dhabi Oil Company (ADCO), Abu Dhabi, UAE</i>
<i>Citibank, Singapore</i>	<i>CDAC, India</i>
Honeywell, India, Singapore	Hewlett Packard, India
<i>Kirloskar Brothers, India</i>	<i>Kulicke & Soffa Pte. Ltd., Singapore</i>
L&T Infotech, India	Tech Mahindra, India
MWH India Pvt. Ltd., India	<i>National Bank of Fujairah, Fujairah, UAE</i>
National Stock Exchange, India	Oracle Financial, India
Rockwell Automation, USA	Royal Haskoning, India
SAP Labs India Pvt. Ltd., India	Mahindra Satyam, India
<i>Schlumberger, Kaula Lumpur, Malaysia</i>	Sify, India
<i>System Access, Singapore</i>	<i>Tata Consultancy Services, India</i>
<i>Unisys, India</i>	Wipro, India

Professional Memberships

- Fellow of the Society for Technical Communication, USA
- Founder Member of Society for Technical Communication India Chapter. Served a chapter president in 2005 and 2016.
 - Former owner and member of Technical Writers of India email list

Consulting Experience

- Citibank, Singapore – Lead Consultant and Architect of the Web Based Training for CePAC. It was used to train over 8000 officers in 60 countries.
 - Lead Consultant – Oracle Financial Services, India, for developing training on FlexCube
- Lead Consultant & Architect – ICICI Prudential Life Insurance, India, for developing CD based training for Insurance Products
 - Lead Consultant & Architect – Reserve Bank of India for developing CD based training for Currency Notes
 - Engineering Documentation Consultant – Government of India

Professional Awards

Best Speaker Award at the **1999 Annual Conference of Society for Technical Communication, India Chapter** for presentation on **Freelancing**.

Outstanding Volunteer Award at the **2003 & 2008 Annual Conference of STC, India Chapter** for arranging the conference as the Program Manager.

Distinguished Chapter Service Award from **STC Worldwide** in 2010 for **service to STC, India Chapter**

Nominated for the post of STC Worldwide Director in the year 2009, 2010, and 2012.

• Other Educational Courses Attended

- *Project Management*
 - *Short-film Direction, Production, & Editing Course*
 - *Film Script Writing Course*
-

Privileged Community Work

- Associated with various Seva projects arranged by the Art of Living Foundation.
 - Associated with various projects initiated by Mission Green Earth, an initiative supported by United Nations
 - Served as the documentation volunteer for Antarnaad, an Art of Living event, to obtain Guinness World Record for maximum number of sing-along participants (1,04,637 participants) in 2010.
 - Served on the review committee of International Standards Organization for developing Technical Writing Standards (2007).
 - Served on various committees of Society for Technical Communication, worldwide
 - Was List Owner of Technical Writers of India Mailing List from 1999 – 2004.
- 