



CERTIFIED TECHNICAL WRITER

CERTIFIED TECHNICAL WRITER (CTW)

STUDY GUIDE

Sponsored by:



Accredited Certification Institute (ACI)

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Please use this study guide to assist in preparation for the Certified Technical Writer (CTW) examination.

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Accredited Certification Institute:

Accredited Certification Institute is the leading online program for specialized niche business certification programs. The team behind the Business Training Institute is comprised of industry experts in niches including online marketing, project management, public relations, consulting, and many more.

This experience, combined with our advisory board's expertise in online education and training, is what makes it possible to provide the training and certification programs found on our website.

Accredited Certification Institute is part of a continuing educational institute and global training and certification organization that has provided practical industry-specific certification to over 15,000 clients from the United States, Europe, and more than 100 other countries around the world.

We provide high value training programs that provide function knowledge on very specific and functional areas such as public relations, business consulting, project management, recruiting, and supply chain management.

Accredited Certification Institute's Mission: To provide professionals with high impact business training and certifications in niche subject areas that are functional and immediately beneficial.

Accredited Certification Institute helps you to:

Quickly gain specialized knowledge in highly valuable business niches.

Enhance your credibility, resume, and overall value in the marketplace.

Complete our training programs in 1-4 months from anywhere in the world.

Our programs accept participants year-round and are flexible to work with your current work schedule and academic constraints. All participants get lifetime access to each program upon registration.

Master's Certificate Programs: Accredited Certification Institute is proud to offer several advanced Master's Certificates that require the completion of any five programs from Accredited Certification Institute platform.

To learn more about these Master's Certificates and how to earn one, please see our website:

<https://Certification.com/Masters>

CTW Details and Timeline: Program Details:

The Certified Technical Writer (CTW) certification program is unique in that it is modeled after many online courses offered at Ivy League institutions today, offering more value for a more cost-effective program. The CTW Program is a self-study program that includes educational multimedia resources in video form, a study guide, required readings, and a flexible online examination process, accessible around the world.

The online exam is structured so that in order to complete the exam within the 2-hour time frame one must read through all of the assigned materials and conceptually understand the majority of the material to score well enough to pass the exam.

Our goal is to offer the most challenging technical writing certification program in the industry while also providing all of the learning tools possible to ensure participants get the most out of the experience. By testing the knowledge depth and comprehension from the materials digested, the CTW certification prepares individuals for successful, real-world application.

The Certified Technical Writer (CTW) program is offered by the Accredited Certification Institute. This certification program is designed to show and certify that you have gained an in-depth understanding and specialized knowledge of technical writing fundamentals, best practices, and models to follow.

In addition to the benefits of gained knowledge, growing industry recognition, more knowledgeable career choices, and networking, our organization is also developing additional resources for CTW Participants. This includes video and MP3 recordings on Q&A or strategies and tactics, webinars, access to interviews with internet marketing professionals who have more than 10 years of experience in the industry, among many more benefits.

4 STEP CERTIFICATION PROCESS



Timeline & Examination Dates:

Programs are offered through open enrollment, making our programs 100% flexible to accommodate your current work or academic schedule.

Accredited Certification Institute exams are administered 100% online.

Benefits of the Certified Technical Writer (CTW) Designation:

- Gain confidence in your ability to deliver content as a technical writer to gain new business.
- Understand the fundamentals and key concepts to develop your technical writing skills.
- Begin building your portfolio through the strategic project to position yourself in your industry.

LEARNING OBJECTIVES OF THE CERTIFIED TECHNICAL WRITER (CTW) PROGRAM:

- Strategies to get hired as a technical writer in industries such as science, engineering, health care, government, business and project management, etc.
- How to approach technical writing projects and leverage resources and subject matter experts.
- Learn about fundamental terms/techniques, and emerging for technical writers.
- How to use technical writing as a tool to attract new clients and business leads.
- Positioning your expertise through technical writing.
- How to find careers within the technical writing industry.

Required Readings:

Elements of Technical Writing by Gary Blake & Robert W. Bly ISBN#: 978-0020130857 (Price \$9.95)

The Insider's Guide to Technical Writing by Krista Van Laan ISBN#: 978-937434-03-8 (Price \$24.95)

If you have trouble getting these books purchased and mailed to you directly from an online bookseller such as Amazon.com, based on your geographical location, please let us know and we can help arrange for their delivery to you, please email us at Team@Certification.com

CTW Exam Preparation

Exam Composition:

The exam has a total of 100 available points which can be earned from the multiple choice or true/false questions that are worth 1 point each, and 1 essay question worth 10 points. Please see the chart below for the composition and distribution of the points:

Topics and Weights	
Best Practices & Common Mistakes	22 questions (22 pts)
Active & Passive Voice	9 questions (9 pts)
Terms, Concepts, and Types	28 questions (28 pts)
Technical Writing Rules & Processes	16 questions (16 pts)
Technical Writing Careers/Industry	15 questions (15 pts)
Essay Question	1 question (10 pts)

You will have 2 hours to complete the exam. Those who have not made the effort to read the materials will have a hard time completing the exam within the allotted time, but for participants who have read the required readings, 2 hours will be sufficient. Please note that in order to schedule your exam date, your request must be received at least 2 weeks before the exam date.

Terms & Concepts to Know

Below, please find an example of terms and concepts you should be able to define after having read the required readings. Please define the terms from the required readings rather than a dictionary. You will be tested on the definitions that the authors have written.

- Abstract
- Active voice
- API
- Back Matter
- Blog
- Cookie
- Digital Literacy
- DITA
- Formal Report
- GIF
- Graphic
- Headings
- Inclusive Language
- Instructional
- Jargon
- JavaScript
- Memorandum
- Online Help
- PDF
- Procedure
- SME
- Style Sheet
- Technical Writer
- Transitions
- Usability
- Abstractor
- Animation
- Augmented Reality
- Big Data
- Courseware
- Desktop Publishing
- Digital Marketing
- Executive Summary
- Front Matter
- Glossary
- Haptic Interfaces
- Heuristic
- Internet of Things
- Design
- Java
- Jpeg
- MPEG
- Passive Voice
- Pixel
- Serial Comma
- Style Guide
- Technical Communication
- Topic Statement
- Troubleshooting
- White Space

Sample Questions

Please choose the answer that best answers the question or completes the phrase. Try answering the questions before looking at the answers further below.

- 1) Em dash is another term for dash – as it is_____.
 - a) a pause for the reader
 - b) the length of a printed letter m and longer than a hyphen
 - c) used for programming and reference manuals exclusively
 - d) both A and B

- 2) Parentheses are curved lines that separate explanations.
 - a) True
 - b) False

- 3) In the book, *The Insider's Guide to Technical Writing*, some technical writers feel that “documentation always comes last.”
 - a) True
 - b) False

- 4) Technical writers are required to have a background in which of the following:
 - a) Engineering
 - b) Computer sciences
 - c) Advertising
 - d) All the above
 - e) None of the above

- 5) What should technical writers do as a best practice?
 - a) Keep sentences short
 - b) Break things down into steps
 - c) Keep paragraphs short
 - d) All the above

Sample Question Answers:

Please see the following answers to the sample questions provided.

1. D
2. A
3. A
4. E
5. D

Questions?

Have questions or need more information? Please see our FAQ (Frequently Asked Questions) section on Accredited Certification Institute website here: <https://Certification.com/FAQ>

You can also get in touch with Accredited Certification Institute team via email at Team@Certification.com, or by phone and through our Live Chat tool, accessible from our website.

Thank you for joining Accredited Certification Institute. Please let us know if you have any questions by calling us at (305) 503-9050.



Accredited Certification Institute (ACI)

Accredited Certification Institute Team

11445 E Via Linda Suite 2-623

Scottsdale, AZ 85259

(305)503-9050