

# The Elements of Technical Writing

Reviewed by JENNIFER PARKS



**THE ELEMENTS OF  
TECHNICAL WRITING**  
**Gary Blake and**  
**Robert W. Bly**  
**New York, NY: MacMillan**  
**General Reference: 1993.**  
**165 pp. • \$9.95**  
**0-02-013085-6**

**G**ary Blake and Robert Bly, both authorities in the field of business and technical writing, have provided a valuable tool in *The Elements of Technical Writing*. As the cover states, this book is the essential guide to writing clear, concise proposals, reports, manuals, letters, memos, and other documents in every technical field. Not only have Blake and Bly included all the necessary information concerning punctuation, grammar, and tone, they have organized the book in an easy-to-use, precise format.

The first chapter begins with the following quote and serves as a good introduction to the material in the first chapter.

*"Newspaper reporters and technical writers are trained to reveal almost nothing about themselves in their writing. This makes them freaks in the world of writers, since almost all of the other ink-stained wretches in that world reveal a lot about themselves to the reader."*

—Kurt Vonnegut, Jr.

The first chapter, "Fundamentals of Effective Technical Writing," identifies the ten principles that make technical writing good technical writing. These principles include:

1. Technical Accuracy
2. Usability
3. Conciseness
4. Completeness
5. Clarity
6. Consistency

8. Correct Spelling, Punctuation, and Grammar
9. A Targeted Audience
10. Clear Organization
11. Interest.

These principles are easily overlooked in business writing. Blake and Bly urge us to remember that our audience is made up of humans, not just technical personnel.

Each chapter in this guide is broken out into sections that clearly outline the information that follows. The format is legible, succinct, and lends itself to easy reference. There are chapters regarding the use of equations and numerals, grammar and punctuation, and principles of communication, as well as a chapter regarding commonly misused words and phrases.

Chapters six through nine break away from the rules of the English language and get down to the specifics of writing proposals, technical articles and reports, letters and memos, and manuals.

Chapter six, "Proposals and Specifications," details the components necessary in a formal proposal. The authors set forth their ten principles of proposal writing, which revolve around the focal point of the client. They are:

1. Learn everything you can about your prospective client and the people who will evaluate your proposal.
2. Sell your ideas by fitting them into your client's needs.
3. Don't just solve the technical problems; empathize with the customer's critical needs.
4. Recognize all critical factors that evaluators will use in assessing the proposal.
5. Make sure your proposal addresses every element mentioned in the RFP.
6. Use appropriate graphics to highlight your ideas and make them easy to visualize.
7. Tailor each proposal to the needs of the specific client.
8. Anticipate and defuse objections.
9. Avoid hedging and subtlety in proposals.

This issue features books on technical writing and statements of work. The opinions expressed by reviewers are their own and do not necessarily represent the views of the Association of Proposal Management Professionals. Book review recommendations are welcomed by book review editors Nancy Brome and Paul Giguere.

11. Make a list of where key resources are located if you do not have a proposal library.

Blake and Bly urge us to learn everything we can about our clients and then tailor our proposals to their needs. For example, the following sentence does not tell the client what we can do for them:

*"We have extensive experience in airlines operations and forecasting and evaluating traffic flows."*

A better way to make the point is:

*"Our extensive experience in airlines operations and forecasting and evaluating traffic flows gives us insight in to the logistics of your business and will help you respond faster."*

The second sentence focuses on what your company can do for the potential client and tells the reader how you will benefit them rather than simply stating your qualifications. The more tailored your proposal is to the reader, the more impact it will have.

Blake and Bly have written a usable, handy, and inexpensive style guide that is tailored to their audience: people who write for business. While the majority of style guides and writer's reference books tend to be very dry, I found Blake and Bly's book to be highly readable. They have practiced what they preach—their writing is clear, and more importantly, interesting. *The Elements of Technical Writing* is written specifically for technical writers, but it is also a very valuable reference guide for other writers. This concise style guide is now an indispensable part of my library.

# Technical Manual Writing Tips

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## Technical Manual Writing Tips:

**The Insider's Guide to Technical Writing** Krista Van Laan, 2012-05-15 Every complex product needs to be explained to its users and technical writers also known as technical communicators are the ones who do that job. A growing field, technical writing requires multiple skills including an understanding of technology, writing ability, and great people skills. Whether you're thinking of becoming a technical writer just starting out or you've been working for a while and feel the need to take your skills to the next level, *The Insider's Guide to Technical Writing* can help you be a successful technical writer and build a satisfying career. Inside the book is: This Job for Me: What does it take to be a technical writer? Building the Foundation: What skills and tools do you need to get started? The Best Laid Plans: How do you create a schedule that won't make you go crazy? How do you manage different development processes including Agile methodologies? On the Job: What does it take to walk into a job and be productive right away? The Tech Writer Toolkit: How do you create style guides, indexes, templates, and layouts? How do you manage localization and translation and all the other non-writing parts of the job? I Love My Job: How do you handle the ups and downs of being a technical writer? Appendixes: References to websites, books, and other resources to keep you learning. Index.

**Technical Manual Writing Handbook**, 1984

## Writing Skills for Scientific

**Communication** Kaushik Kumar, Chikesh Ranjan, 2025-07-16 *Writing Skills for Scientific Communication* is a comprehensive guide designed for researchers, students, and professionals striving for excellence in academic and innovative endeavours. Covering every stage of the research journey, it provides insights into defining research problems, conducting literature reviews, and crafting impactful research papers. The book explores intellectual property rights, the patenting process, and licensing, offering practical strategies for protecting and commercializing innovations. Enriched with real-world case studies, ethical guidelines, and technical writing techniques, this guide offers a holistic approach to mastering research and IP management. This book offers a complete and systematic guide to scientific writing, covering various aspects such as clarity, structure, organization, and language usage to help readers effectively communicate their research. Presents in-depth coverage of how to write research articles, including insights into different sections like the abstract, introduction, methods, results, discussion, and conclusion. Illustrates extensive information on how to create and use graphs, tables, and figures to present research data effectively and enhance the understanding of readers. Showcases guidance on tailoring scientific communication for different audiences, including experts in the field, peers, and policymakers. Discusses ethical aspects of scientific communication, including plagiarism, data manipulation, and responsible authorship. Whether you're a novice or an experienced researcher, this book equips you with the essential tools to thrive in the dynamic landscape of scientific communication. It is written for senior undergraduates and graduate students in diverse fields, including mechanical engineering, industrial and manufacturing engineering, electrical engineering, electrical and electronics engineering, and computer engineering.

[The Technical Writer's Handbook](#) Matt Young, 1989 This book explains how people can improve

their writing style by following a few rules The first part is an introduction which provides simple guidelines for writing and organizing reports of all kinds The second part is presented in dictionary format and covers a wide variety of themes The Art of On-the-job Writing Philip Vassallo,2005 Handbook of Technical Writing, Ninth Edition Gerald J. Alred,Charles T. Brusaw,Walter E. Oliu,2009 This comprehensive resource organized alphabetically by topic provides guidance on the business and technical writing process real world examples in depth treatment of grammar and usage and up to date coverage of the latest office technology *U.S. Environmental Protection Agency Library System Book Catalog Holdings as of July 1973* United States. Environmental Protection Agency. Library Systems Branch,1974

**Professional Writing Skills** Wan Ezrin,2024-11-27 Professional Writing Skills by Wan Ezrin Effective communication begins with strong writing Professional Writing Skills by Wan Ezrin is a must read for anyone seeking to elevate their ability to craft impactful professional and polished written content This book provides a clear and inspiring roadmap for mastering the art of writing with confidence and precision In an engaging and easy to follow style Wan Ezrin explores the fundamental principles of professional writing guiding readers through the nuances of clarity brevity and simplicity Whether you re drafting an email preparing a report or creating technical documents this book equips you with practical tools to write with purpose and impact Key topics include understanding your audience structuring your ideas and using punctuation effectively to polish your work You ll discover the power of active voice precision in word choice and techniques to avoid common pitfalls The book also delves into critical aspects of writing such as ethical considerations the importance of planning and organization and the often overlooked influence of fonts and typefaces on professional documents What sets this book apart is its focus on writing as a process From inquiry based writing to editing for perfection Wan Ezrin emphasizes that great writing is built on a mindset of continuous improvement This forward looking approach culminates in a discussion of the future of professional writing ensuring that readers are prepared to adapt to an evolving landscape Perfect for professionals students and anyone aspiring to communicate effectively Professional Writing Skills is a catalyst for transforming how you write and present your ideas Unlock the tools to inspire inform and connect with your readers through the power of professional writing Writing Skills Explorer Pasquale De Marco,2025-07-18 Writing Skills Explorer is an indispensable guide that empowers you to master the art of writing in various contexts and for diverse purposes Whether you are a student professional or aspiring writer this comprehensive resource provides the insights and strategies you need to become a confident and impactful communicator Within these pages you will embark on a journey through the fundamental principles of writing exploring the building blocks of grammar sentence structure and punctuation You will delve into different writing styles and genres unraveling the secrets of effective essay writing descriptive and narrative writing persuasive and argumentative writing and creative and literary writing Along the way you will uncover the power of words and their ability to shape thoughts influence emotions and transform lives With each chapter you will gain a deeper understanding of the writing process from brainstorming and

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**The Exciting World of Stories: Developing Writing Skills** Pasquale De Marco,2025-08-15 In this comprehensive guide to writing you ll find everything you need to unlock your creativity hone your skills and take your writing to the next level Whether you re a beginner just starting out or an experienced writer looking to refine your craft this book has something for everyone With clear and engaging instructions you ll learn how to craft vivid descriptions create memorable characters and build captivating plots that keep readers on the edge of their seats You ll also explore different writing styles and genres from fiction to non fiction poetry to drama and more This book goes beyond the basics of writing delving into the

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**Communication Skills for the Environmental Technician** Intelcom, 1999-07-12

**Communication Skills for the Environmental Technician** This book provides environmental technology students with an enjoyable way to quickly master the basic communication skills needed by the environmental technician. Like all the books in the critically acclaimed Preserving the Legacy series, it follows a rapid learning modular format featuring learning objectives, summaries, chapter end reviews, practice questions, and skill building activities. The only book available that specifically addresses the communication responsibilities of the environmental technician, it offers a thorough review of corporate communication basics and covers the environmental documents commonly generated by technicians. **Communication Skills for the Environmental Technician** features advice on foundation reading and technical writing skills, including mastery of outlining and grammar awareness. Chapters on writing skills for business letters and memos, technical documents such as contingency plans, logbooks, and field notes, and completion and filing procedures for numerous reporting forms. In-depth coverage of oral communication skills, both for formal presentations and informal conferencing. Specifics of the job search, creating portfolios, writing resumes, and cover letters, and performing well in the interview setting. With its comprehensive coverage and quick reference format, **Communication Skills for the Environmental Technician** is also a handy resource for any environmental technician needing a

helpful refresher or useful working reference The HAZARDOUS MATERIALS TRAINING AND RESEARCH INSTITUTE HMTRI recognized by agencies including the EPA the National Science Foundation and the National Institute of Environmental Health Sciences was established in 1987 in Cedar Rapids Iowa with the intention of promoting worker protection and the maintenance of a clean and safe environment through education and training *Technical Writing 101* Alan S. Pringle, Sarah O'Keefe, 2003 **Teaching the Way to Talk** Pasquale De Marco, 2025-04-16 In a world awash with information and constant communication the ability to communicate effectively has become an invaluable asset Teaching the Way to Talk is your ultimate guide to mastering the art of communication in all its forms and contexts This comprehensive book takes you on a journey through the multifaceted world of communication empowering you with the skills and knowledge to express yourself clearly persuasively and authentically Whether you re navigating the complexities of workplace dynamics fostering meaningful relationships or pursuing personal growth Teaching the Way to Talk provides a wealth of practical insights and strategies to help you thrive Delve into the intricacies of verbal and nonverbal communication learning how to decode body language tone of voice and facial expressions to convey your message with impact Discover the secrets of powerful written communication crafting emails reports and presentations that leave a lasting impression Navigate the ever evolving landscape of digital communication understanding the nuances of social media texting and video conferencing With its engaging writing style and thought provoking exercises Teaching the Way to Talk is not just a book it s an interactive guide that challenges you to reflect on your own communication habits and develop a personalized plan for improvement Whether you re an aspiring leader a seasoned professional or simply someone who wants to enhance their communication skills this book is your indispensable companion on the path to mastery Unleash the power of communication and transform your life With Teaching the Way to Talk you ll become a more confident persuasive and effective communicator ready to seize every opportunity that comes your way If you like this book write a review on google books

## The Enigmatic Realm of **Technical Manual Writing Tips**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing lacking extraordinary. Within the captivating pages of **Technical Manual Writing Tips** a literary masterpiece penned by a renowned author, readers attempt a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting effect on the hearts and minds of people who partake in its reading experience.

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