

TECHNICAL WRITING AND REPORTING

Preliminary Period

Technical Writing is a communication (in any field) which primary aim is to convey a particular piece of information for a particular purpose, to a particular reader or group of readers.

This particular information is technical; it is the formal aspect of any field from a scientific point of view.

Technical Writing is objective, clear and accurate, concise and unemotional in its presentation of facts.

Purpose of Technical Writing

1. Gives information that leads to the accomplishment of specific tasks and in the making of needed decisions. (ex. information on what to do during an earthquake, how to use safety devices to avoid fire and burns, and how to operate a new equipment, like the latest model of computer)
2. Technical Writing analyzes events and their implications, the failure of certain systems as educational, socio-economic, political, etc. and the needed changes (ex. how to save dying rivers in the country).
3. Technical Writing persuades and influences decisions by showing how a business or an industry succeeds because of just and fair treatment of labor (ex. how an agency like the NAPOCOR can improve the energy situation and save money, and how the educational system can be improved through the implementation of the recommendations of the Educational Commission to Survey Philippine Education).

Creative Writing versus Technical Writing

Creative Writing

I tried to cry, but my tears are already drained. I went to take a look at my one year old son who's sleeping on the bed in the room. He was sleeping peacefully amidst all the chaos that has happened a while ago. I took him in my arms. I took a thick blanket from the cabinet and bundled my baby. I picked up a small travel suitcase and put all the belongings that I have. I will leave him. I won't let my son grow up in a house that personifies hell. We got out of the house and started to walk on the dim alley. At last, we reached the high way; we rode on a jeepney that will bring us to the place that I can call my own home.

Technical Writing

In South Africa, Miller, Bradbury and Pedley (1998) studied the academic performance of students in mathematics and English. Their findings show that the second language, which is English, rather than being the direct cause of under-preparedness of university students, serves to compound or exacerbate a more fundamental educational or cognitive problem. Mathematical concepts are acquired through language and the problem arising from the use of the language has truly affected the learning of these concepts.

Basic Principles of an Effective Technical Writing

1. Understanding the reader- the writer needs to know the target audience; he should know how to adapt his writings and terminologies of the type of the intended audience or readers.
2. Knowing the purpose of each article and report- the technical paper should be organized around a central theme.
3. Knowing the subject matter- a technical writer should have a thorough knowledge of the subject he is about to write.
4. Organizing the material
5. Writing objectively- a technical writer should emphasize the facts and the data.
6. Using correct format
7. Adopting ethical standards

Styles in Technical Writing

Style is the writer's way of writing, a manner by which he expresses his thoughts and feelings in language.

Time flies.

Time is infinite movement without one moment of rest.

Study Guide For Technical Writing

Janet Van Wicklen



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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 Writing ,2022 This study guide contains informational study material sample test questions and flash cards to help prepare

for the DANTES DSST Technical Writing standardized exam *Technical Writing*, 2010 *Study Guide for Technical Writing* Robert William Hays, 1970 *User Guides, Manuals, and Technical Writing* Adrian Wallwork, 2014-06-19 This book is intended for anyone whose job involves writing formal documentation It is aimed at non native speakers of English but should also be of use for native speakers who have no training in technical writing Technical writing is a skill that you can learn and this book outlines some simple ideas for writing clear documentation that will reflect well on your company its image and its brand The book has four parts Structure and Content Through examples you will learn best practices in writing the various sections of a manual and what content to include Clear Unambiguous English You will learn how to write short clear sentences and paragraphs whose meaning will be immediately clear to the reader Layout and Order Information Here you will find guidelines on style issues e g headings bullets punctuation and capitalization Typical Grammar and Vocabulary Mistakes This section is divided alphabetically and covers grammatical and vocabulary issues that are typical of user manuals

Master the DSST Technical Writing Exam, 2021 This study guide provides a diagnostic pre test with answers an assessment grid to identify focus areas subject matter review and detailed explanations for all portions of the Peterson s Master the DSST Technical Writing Exam **Good Style** Alfred John Kirkman, 2005 Good Style explains the tactics that can be used to write technical material in a coherent readable style It discusses in detail the choices of vocabulary phrasing and sentence structure and each piece of advice is based on evidence of the styles preferred by technical readers and supported by many examples of writing from a variety of technical contexts John Kirkman draws from his many years of experience lecturing on communication studies in Europe the USA the Middle East and Hong Kong both in academic programmes and in courses for large companies research centres and government departments Good Style has become a standard reference book on the shelf of students of science technology and computing and is an essential aid to all professionals whose work involves writing of reports papers guides manuals or on screen texts This new edition also includes information on writing for the web and additional examples of how to express medical and life science information **Technical Writing - Technical Communication** Alicia Crowder, 2014-10-20 Practical detailed information and instruction for the profession of technical writing Learn what is involved in the technical writing profession both in the corporate environment and in the world of independent contract writing professionals Technical Writing Technical Communication is a thorough guide to aid the aspiring writer in learning each aspect of the process of writing how to write and communicate on a technical level for industry and includes specific references to assist the technical writer in daily work Real life examples of situations the writer will face details on how to prevent writer s block and meet deadlines specific training in association with different ways to perform research for technical communication grammar rules standards conventions time management reaching the diversified audience organization techniques formatting rules and editing training are all available to the reader of Technical Writing Technical Communication **Technical Writing** Sharon J. Gerson, Steven M. Gerson, 2000 For courses in Technical

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Technical Writing and Professional Communication Baalaaditya Mishra,2025-01-03 Technical Writing and Professional Communication is divided into two parts Technical Communication and Professional Communication This comprehensive guide covers essential chapters on technical communication followed by the most important aspects of professional

communication We all know that communication is an integral part of our lives whether via text or speaking to convey our thoughts and feelings to others Different communication skills are needed for various situations For example we use informal communication with family and friends but for job interviews business meetings or interactions with teachers formal communication is necessary Communicating formally is a crucial skill and mastering technical and professional communication is essential This book provides the knowledge and tools needed to excel in both areas making it an invaluable resource for anyone looking to improve their communication skills Scientists Must Write Robert Barrass,2002 Good writing and communication skills are essential in many areas of science and engineering to help observation thinking and remembering to organize work and to avoid stress Written by a scientist for scientists this book is much more than a textbook of English grammar it is a valuable source of information for all aspects of writing in scientific and technical situations The only book focusing on the ways in which writing is important to the scientific community this book assists readers on how to write and choice of words using numbers and illustrations writing project reports theses and papers for publication giving a short talk or presentation The new edition of Scientists Must Write has been fully revised and updated to take account of the changes in information and communications technology including word processing and information storage and retrieval new appendices on punctuation spelling and computers and useful exercises to improve writing This popular guide will be of great use to undergraduates postgraduates professional scientists and engineers **Clear & Simple Technical Writing** Joseph A. Quattrini,1986 **Punctuation Matters** John Kirkman,2006-09-29 The indispensable guide to all points of punctuation and presentation for computing engineering medical and scientific writers who need to express complex ideas succinctly and accurately

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