

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

Gary 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. Clearness
6. Consistency

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

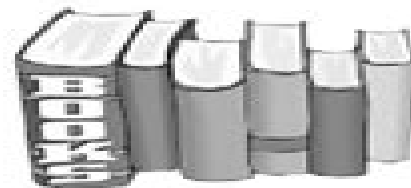
These principles are easily overlooked in business writing. Blake and Bly urge us to remember that our audience is made up of humans, not just technical personnel.

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.

Tech Manual Writing

Adrian Wallwork



Tech Manual Writing:

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

[The Complete Guide to Writing & Producing Technical Manuals](#) Leslie M. Haydon, 1995-06-23 Technical writing as a career technical manuals and handbooks planning a technical manual publishing systems layout and format manual writing style preparing a manual specification front matter and introductory material illustration table preparation operation maintenance and repair instructions illustration parts breakdown appendixes and addenda amending manuals preparing camera ready copy printing and binding the technical editor a technical handbook department appendixes capitalization rules mathematical and scientific terminology using the metric SI system numbers in technical manuals abbreviations footnotes punctuation glossary of technical terms bibliography index

The Tech Writer's Survival Guide Janet Van Wicklen, 2009 Presents a comprehensive guide that includes advice on writing editing and researching plus a glossary and solutions to common problems encountered on the job

Technical Writing 101 Alan S. Pringle, Sarah O'Keefe, 2003

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 Insider's Guide to Technical Writing Krista Van Laan, 2022-04-04 The first edition of Krista Van Laan's popular *The Insider's Guide to Technical Writing* has guided a generation of technical writers who are either starting out or seeking to take their skills to the next level This classic has now been updated for the technical writer of today Today's tech writers truly are technical communicators as they build information to be distributed in many forms Technical communication requires multiple skills including an understanding of technology writing ability and great people skills Wherever you are in your journey as a technical communicator *The Insider's Guide to Technical Writing* can help you be successful and build a

satisfying career **Technical Writing Process** Kieran Morgan, 2015 Plan structure write review publish Cover

Handbook of Technical Writing Practices Stello Jordan, Joseph M. Kleinman, H. Lee Shimberg, Society for Technical Communication, 1971 **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 **Pocket Guide to Technical Writing** William S. Pfeiffer, 2001 This book is designed to give quick access to the essentials of workplace writing It is a guide to speed organization visual appeal and correctness in 16 different kinds of documents as well as guidelines for special topics like graphics speeches and e mails For speed this book gives you a 9 step process to write quickly and well For organization this book gives you a three part structure to organize all documents For visual appeal this book has tips for using white space lists and headings For correctness an alphabetized handbook on style and grammar is included Publisher 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

The Technical Writer's and Editor's Handbook Thomas D. Wetzel, 2010 Do you have a pressing need to know about technical writing but don't know whom to ask or where to look The Technical Writer's and Editor's Handbook provides a quick and easy way to answer your questions Author Tom Wetzel draws from actual experiences of a successful technical writing career to explain the differences in various technical writing professions and the practical tools of the working technical writer's trade and their applications Short quickly digestible and illustrated chapters support the development of technical proposals training literature magazine articles technical advertisements and press releases as well as technical manuals and users guides among other technical documentation A practical day to day working tool this guide and reference is an essential for the personal library of all practicing technical writers and other technical professionals including a centsLogisticians a centsTechnicians a centsEngineers a centsManagers a centsStudents Technical Writing A-Z Trevor M. Young, 2005 Not intended to be read from cover to cover this book was designed instead to be a quick and useful reference for student young engineers and experienced professionals alike It provides guidelines advice and technical

information for preparing formal documents covering a range of report formats e g assessment laboratory and progress reports This concise no nonsense guide provides alphabetically ordered and cross referenced topics which make it easy to find answers to questions related to writing a technical report or thesis Topics include the format and content of reports and theses copyright and plagiarism print and Internet reference citation abbreviations units and conversion factors significant figures mathematical notation and equations writing styles and conventions frequently confused words grammatical errors and punctuation It also provides commonsense advice on issues such as how to get started and how to keep your reader s attention *A Strategic Guide to Technical Communication - Second Edition (US)* Heather Graves,Roger Graves,2012-05-23

A Strategic Guide to Technical Communication incorporates useful and specific strategies for writers to enable them to create aesthetically appealing and usable technical documentation These strategies have been developed and tested on a thousand students from a number of different disciplines over twelve years and three institutions The second edition adds a chapter on business communication reworks the discussion on technical style and expands the information on visual communication and ethics into free standing chapters The text is accompanied by a passcode protected website containing materials for instructors PowerPoint lectures lesson plans sample student work and helpful links **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 *The Art of Technical Documentation* Katherine Haramundanis,2014-05-16 The Art of Technical Documentation presents concepts techniques and practices in order to produce effective technical documentation The book provides the definition of technical documentation qualities of a good technical documentation career paths and documentation management styles precepts of technical documentation practices for gathering information understanding what you have gathered and methods for testing documentation and considerations of information representation to provide insights on how different representations affect reader perception of your documents Technical writers and scientists will find the book a good reference material Technical Writing Phillip A. Laplante,2018-07-27 Technical Writing A Practical Guide for Engineers Scientists and Nontechnical Professionals Second Edition enables readers to write edit and publish materials of a technical nature including books articles reports and electronic media Written by a renowned engineer and

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A Strategic Guide to Technical Communication - Second Edition (Canadian) Heather Graves, Roger Graves, 2011-12-20 A Strategic Guide to Technical Communication incorporates useful and specific strategies for writers to create aesthetically appealing and usable technical documentation These strategies have been developed and tested on a thousand students from a number of different disciplines over twelve years and three institutions The second edition adds a chapter on business communication reworks the discussion on technical style and expands the information on visual communication and ethics into free standing chapters Particular attention is paid throughout to the needs of Canadian students

U.S. Environmental Protection Agency Library System Book Catalog Holdings as of July 1973 United States. Environmental Protection Agency. Library Systems Branch, 1974

How to Write That F*ing Manual** Marc Achteig, 2012 Do you need to create some user assistance for your product Do you want to make your user manual and online help system stand out from those of your competitors but don t have the time to study a dozen all embracing textbooks about technical writing before getting down to work This book provides you with a compilation of those rules that really matter If you follow the given recommendations this will significantly improve the quality of what you write all with the least amount of effort You get hands on advice and simple catchy examples free from theoretical elaborations and highbrow grammar terms The book is exemplary for what you need to achieve too It contains lots of valuable information on as few pages as possible in a clear and simple form Topics covered Structuring principles including building topics establishing headings and determining the best possible order of information Layout and formatting essentials General technical writing rules Rules for building sections Rules for building sentences Plain language Grammar and word choice FAQ Audience developers marketing professionals product managers

Tech Manual Writing: Bestsellers in 2023 The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous engrossing novels captivating the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the engaging narratives that have charmed audiences this year. Tech Manual Writing : Colleen Hoover's "It Ends with Us" This poignant tale of love, loss, and resilience has gripped readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Tech Manual Writing : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This intriguing historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Tech Manual Writing : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens crafts a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These popular novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of engaging stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a brilliant and gripping novel that will keep you speculating until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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