

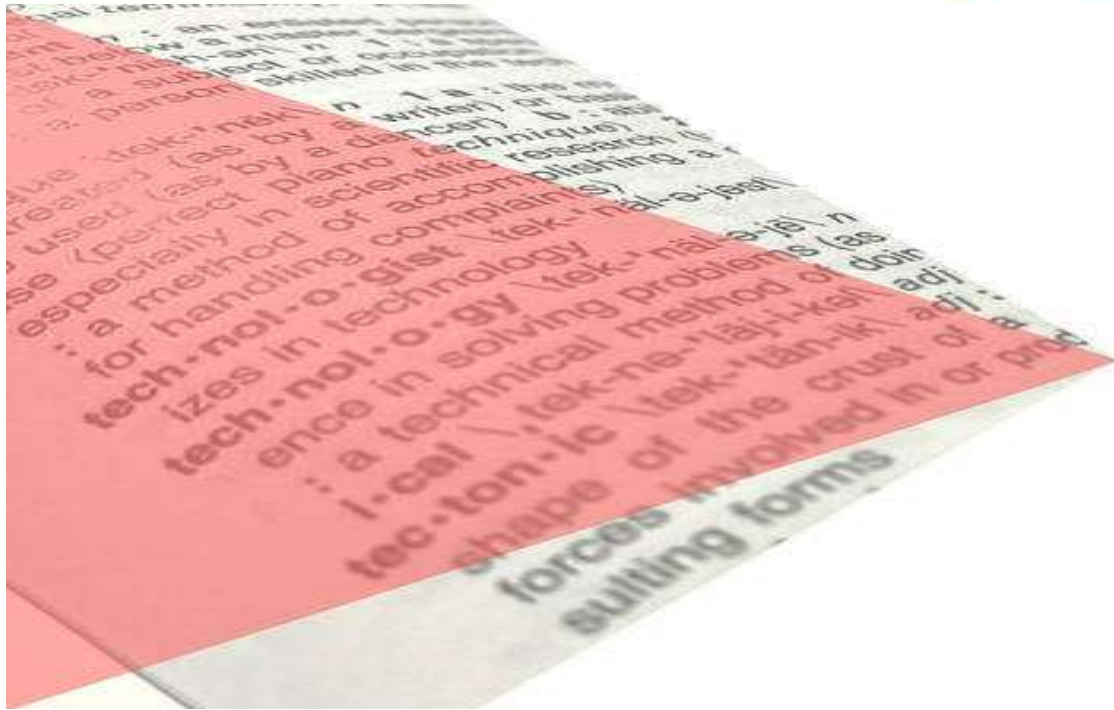
TECHNICAL WRITING

Soft Skills

Department of English

Nazareth College of Arts and Science

Introduction to Technical Writing



WHAT IS
TECHNICAL
WRITING?



Definition of Technical Writing

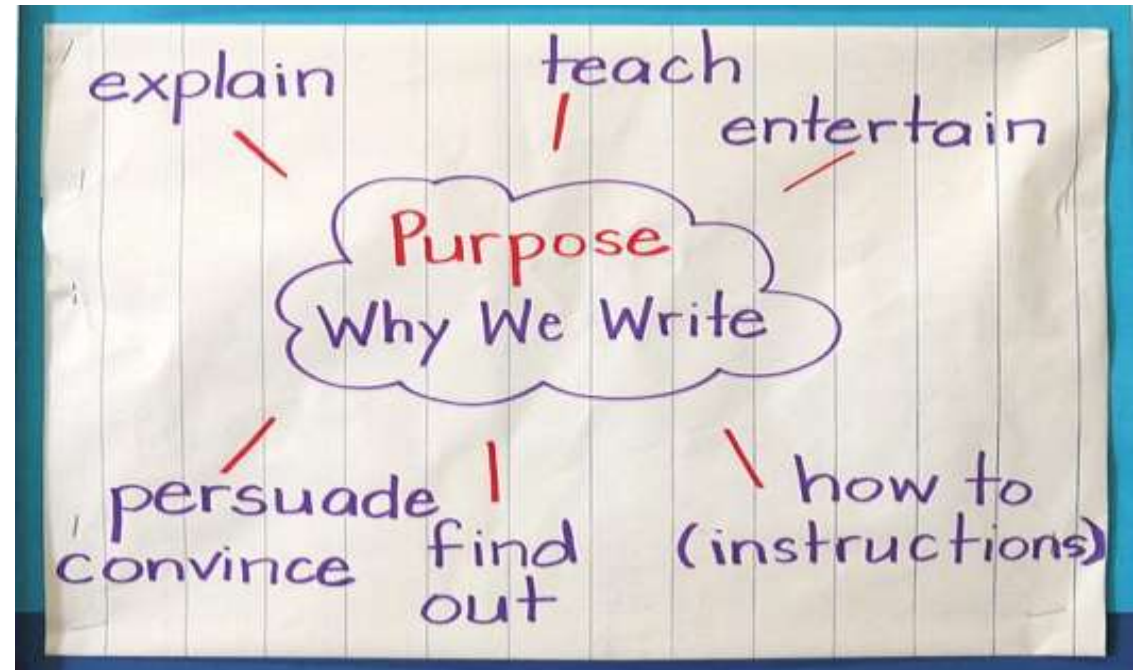
- Technical Writing is a type of writing where the author is writing about a particular subject that requires direction, instruction or explanation.

Goals of Technical Writing

- To deliver technical information for readers in a manner that is adapted to their need, level of understanding, and background.
- To communicate with specific audience, for a specific purpose

Characteristics of Technical Writing

- Understanding what is the purpose and why you are writing.
- *To inform?*
- *To instruct?*
- *To propose?*
- *To recommend? or*
- *To persuade?*



Characteristics of Technical Writing

- Writing for audience
- *Who is the audience?*
- *What is their background?*
- *What do they need?*



Characteristics of Technical Writing

- Satisfying document specifications (appropriate genre/type of document)
- *What is the document type?*
- *How about the required format?*



Characteristics of Technical Writing

- Providing accurate information
- *Technical Writing document is not about opinion*



Characteristics of Technical Writing

- Expressing information clearly
- *No room for Ambiguity!*



Characteristics of Technical Writing

- Using Efficient Words

Verbiage

commence

endeavor

a large number of

in the majority of instances

the reason why is that

alternate choices

completely eliminate

connected together

an analysis of the data will be made

made a selection

Efficient

start

try

many

usually

because

alternatives

eliminate

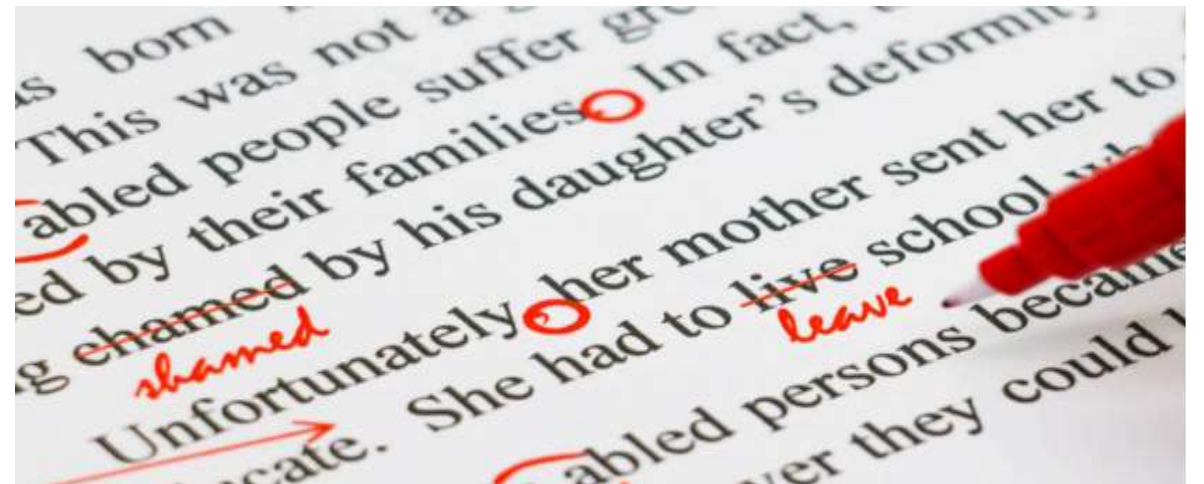
connected

data will be analyzed

selected

Characteristics of Technical Writing

- Using appropriate Writing Style and the right punctuation marks.
- *Be careful of typos, sentences in Conversational tone, and punctuation problems.*



Effective Technical Writing

- Clarity
- Conciseness
- Accuracy
- Organization
- Process



Clarity

- Specify
- Avoid obscene words
- Limit and/or define your use of abbreviation, acronyms, and jargon.
- Use the active versus the passive voice.



Conciseness

- Limit paragraph, word, and sentence length.
- Proofread for accuracy
- Avoid redundancies

Example: During the
year of 1990,

—During 1990



Accuracy

- Use of the language system, including grammar, pronunciation and vocabulary.
- The importance of correct grammar.
- Example: One might be fluent (make their meaning clear) but not accurate (make a lot of mistakes).



Organization

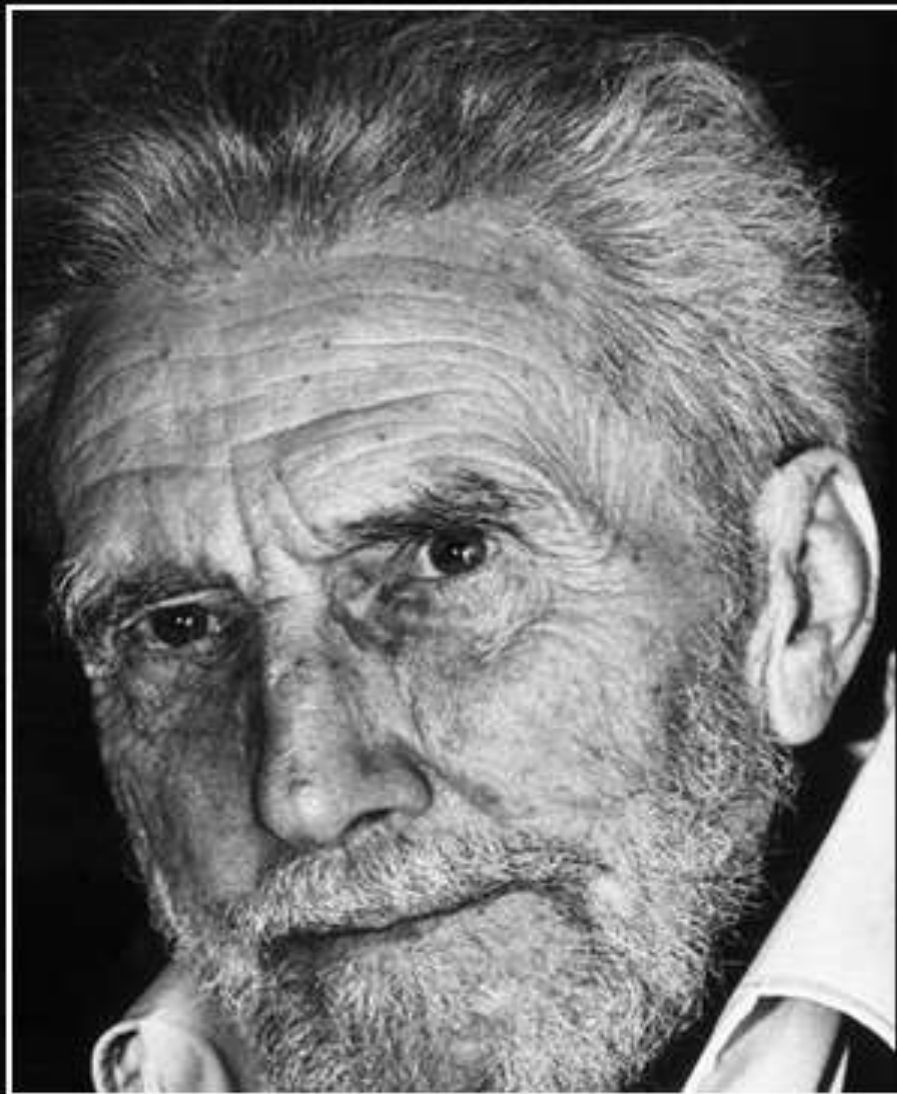
- Methods of Organizing
 - Definition
 - Comparison/Contrast
 - More important to less important
 - Situation → Problem → Solution → Evaluation →
 - Cause-effect



Process

- Pre-write (about 25% of your time)
- Write (about 25% of your time)
- Rewrite (about 50% of your time)





Good writers are those who keep
the language efficient. That is to say,
keep it accurate, keep it clear.

— *Ezra Pound* —



Time for Discussion and Clarification

Titles for Next Class

Contents of a Report,
Research Methodology and format

