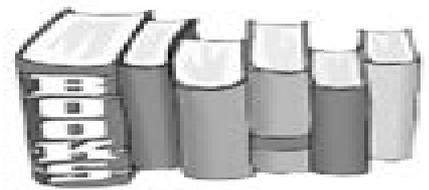


The Elements of Technical Writing



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
3. Usefulness
4. Conciseness
5. Completeness
6. Cleanliness
7. 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.
3. Sell your ideas by fitting them into your client's needs.
4. Don't just solve the technical problems; empathize with the customer's critical needs.
5. Recognize all critical factors that evaluators will use in assessing the proposal.
6. Make sure your proposal addresses every element mentioned in the RFP.
7. Use appropriate graphics to highlight your ideas and make them easy to visualize.
8. Tailor each proposal to the needs of the specific client.
9. Anticipate and defuse objections.
10. 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 Bromc and Paul Gigarec.

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 useable, 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.

Guide To Technical Writing

Kenneth G. Budinski



Guide To Technical 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

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

[A Guide to Technical Writing](#) Thomas Arthur Rickard,1910 [Engineers' Guide to Technical Writing](#) Kenneth G. Budinski,2001-01-01 Annotation An engineer with experience in the automotive and chemical process industries Budinski has compiled material he used to train new engineers and technicians in an attempt to get his co workers to document their work in a reasonable manner He does not focus on the mechanics of the English language but on the types of documents that an average technical person will encounter in business government or industry He also thinks that students with no technical background should be able to benefit from the tutorial c Book News Inc [Technical Writing Process](#) Kieran Morgan,Alison

Pickering, Amanda Butler, Caity Cronkhite, Felicity Brand, John New, Steve Moss, Swapnil Ogale, 2024-02-29 From the basics to advanced skills the *Technical Writing Process* is your comprehensive guide to the art and science of crafting technical documentation With eight core steps Plan Design Write Edit Review Translate Publish and Manage this guide integrates both classical writing principles and the transformative potential of modern tools like AI This book is more than a guide it s an invitation to embrace the art of writing instructions with the mentorship of our experienced technical writers Whether you re a novice writer or an industry stalwart aiming to refine your technical communication skills this book offers a blend of tried and true methods with the power of new age tools AI as a significant element of the modern toolkit receives special attention helping readers stay ahead of the curve Features Insights from industry experts around the world Real world case studies and examples Comprehensive chapters on techniques and concepts Downloadable templates to support each step in the process For exclusive discounts on our premium content use the coupon code in this book About the Authors Our writing team composed of top notch technical writers translation experts and technical documentation managers from around the world has pooled their experience and insights to help you succeed in your technical writing career Praise for the First Edition Every aspiring author tech writer in college should have this book Steve Ballard Manager Enterprise Content Solutions This is exactly the sort of guide I wish I had when I first started tech writing Sharon Witheriff Technical Writer The *Technical Writing Process* is a practical toolkit that demystifies the art of technical writing with useful templates to help you succeed quickly and smartly Richard Kidd General Manager Aspiring writers throughout the enterprise will find this to be a solid resource as they try to figure out how they should go about documenting something It s logically laid out not too heavy on jargon and uses good diagrams and illustrations Duane Green Sr Director of Content Strategy Solutions I think this pragmatic approach is excellent and fills a desperate need in the tech writing world Many a point raised will have the older hands nodding sagely and the younger people remembering the advice when they first run into those issues Dr Charlotte Nash Stewart Engineer Author and Technical Writer This is a well written comprehensive and practical guide for technical writers It is packed full of great information and is very easy to read I particularly like the Insights What does that mean and Tips callouts which appear throughout the book Sue Geercke Director Technical Communications *Technical Writing Process* explores the essential elements any technical writer should consider when tackling their next assignment The book systematically guides the reader through an intuitive yet effective methodology that spans everything from Planning to Publishing Shay Withnell Product Marketing Manager *Technical Writing Process* is the professionalisation of the technical writing discipline It rightly considers the holistic context for a technical document and provides a comprehensive cookbook for getting it right within an organisation The insights examples and templates are perfect and pragmatic The definitive standard in technical writing Rami Banna Product Lead This book serves as a great reference to someone tasked with the technical writing aspect of a project It would have saved me much heartache and a considerable amount of time if I had this

information at the start of my project Keo Phetsaya Technical Sales Manager Insider's Guide to Technical Writing Krista Van Laan,2012 **A Concise Guide to Technical Communication** Heather Graves,Roger Graves,2020-11-06 This compact but complete guide shows that less is more with fewer extraneous details getting in the way of students trying to learn on the run it allows them to focus on the most important principles of effective technical communication The Concise Guide takes a rhetorical approach to technical communication instead of setting up a list of rules that should be applied uniformly to all writing situations it introduces students to the bigger picture of how the words they write can affect the people intended to read them Assignments and exercises are integrated throughout to reinforce and test knowledge *The Complete Idiot's Guide to Technical Writing* Krista Van Laan,Catherine Julian,2001 Covers the field of technical writing providing information on such topics as building a portfolio writing an effective resume finding well paying jobs passing a writing exam and creating a document online **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 Management Steven A. Schwarzman,2011-02 A practical guide to managing technical writing projects and tech writing departments covering hiring evaluation management internal and external customer relations estimating and tracking tech writing projects running a tech writing business as a solo contractor or as a manager selling writing services contracts and work orders outsourcing technical training development delivery and more From the Introduction There are many books available on the techniques of technical writing primarily for beginners and practitioners of tech writing But there are very few books on how to manage the technical writing group in a company or how to manage a technical writing business whether you re on your own as a freelancer or you have writers working for you If you are a tech writer who manages other writers or if you are a non writer who manages writers this book is for you The sections on managing tech writing projects show a methodology specific to technical documentation If you want to learn general management and project management techniques and you should that information already exists What this book aims for is to provide you as a manager of technical writing with the specifics that you won t easily find elsewhere Secondly this book aims to give new managers and future managers a leg up on how to actually run a technical publications group based on

some 20 years of experience in the field There are different situations in which someone becomes a manager of a technical publications group Sometimes a writer grows into the role within a company as the department grows sometimes tech writers are subsumed under some other group I ve seen writers belonging to support testing marketing and infrastructure groups and the person in charge of technical writing in the company isn t actually a writer and may never have been one Tech writers who set up their own freelance business have their own specific needs not only are they the managers they re also the writers Finally owners or managers of tech writing agencies whether or not they are writers themselves have business issues specific to a tech writing business to consider

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A Guide to Technical Writing (1908)
Thomas Arthur Rickard, 2008-06-01 This scarce antiquarian book is a facsimile reprint of the original Due to its age it may contain imperfections such as marks notations marginalia and flawed pages Because we believe this work is culturally important we have made it available as part of our commitment for protecting preserving and promoting the world s literature in affordable high quality modern editions that are true to the original work

A Guide to Technical Writing
Thomas Arthur Rickard, 2010

Docs for Developers Jared Bhatti, Sarah Corleissen, Jen Lambourne, David Nunez, Heidi Waterhouse, 2021-10-01 Learn to integrate programming with good documentation This book teaches you the craft of documentation for each step in the software development lifecycle from understanding your users needs to publishing measuring and maintaining useful developer documentation Well documented projects save time for both developers on the project and users of the software Projects without adequate documentation suffer from poor developer productivity project

scalability user adoption and accessibility In short bad documentation kills projects Docs for Developers demystifies the process of creating great developer documentation following a team of software developers as they work to launch a new product At each step along the way you learn through examples templates and principles how to create measure and maintain documentation tools you can adapt to the needs of your own organization What You'll Learn Create friction logs and perform user research to understand your users frustrations Research draft and write different kinds of documentation including READMEs API documentation tutorials conceptual content and release notes Publish and maintain documentation alongside regular code releases Measure the success of the content you create through analytics and user feedback Organize larger sets of documentation to help users find the right information at the right time Who This Book Is For Ideal for software developers who need to create documentation alongside code or for technical writers developer advocates product managers and other technical roles that create and contribute to documentation for their products and services

A Guide to Technical Writing Thomas Arthur Rickard, 2018-10-07 This work has been selected by scholars as being culturally important and is part of the knowledge base of civilization as we know it This work is in the public domain in the United States of America and possibly other nations Within the United States you may freely copy and distribute this work as no entity individual or corporate has a copyright on the body of the work Scholars believe and we concur that this work is important enough to be preserved reproduced and made generally available to the public To ensure a quality reading experience this work has been proofread and republished using a format that seamlessly blends the original graphical elements with text in an easy to read typeface We appreciate your support of the preservation process and thank you for being an important part of keeping this knowledge alive and relevant

Writing that Works Steven M. Gerson, Kansas Competency-Based Curriculum Center, 2007

GUIDE TO TECHNICAL WRITING T. A. RICKARD, 2018

Communicating Technical Information Donald Pattow, William Wresch, 1998 Appropriate for undergraduate introductory technical writing courses Giving students the tools and know how to become proficient technical writers this practical guide takes a hands on approach and organizes material around a series of task oriented chapters Centered on the belief that writing is a step by step process it addresses the expanded roles and needs of the today's technical writer and emphasizes the importance of technical communication in the professional workplace

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

Unveiling the Energy of Verbal Beauty: An Emotional Sojourn through **Guide To Technical Writing**

In some sort of inundated with screens and the cacophony of instant communication, the profound energy and mental resonance of verbal beauty usually fade into obscurity, eclipsed by the continuous barrage of sound and distractions. Yet, set within the musical pages of **Guide To Technical Writing**, a interesting perform of fictional beauty that pulses with raw thoughts, lies an wonderful journey waiting to be embarked upon. Written with a virtuoso wordsmith, this enchanting opus guides readers on a psychological odyssey, softly revealing the latent possible and profound influence stuck within the delicate internet of language. Within the heart-wrenching expanse of this evocative evaluation, we shall embark upon an introspective exploration of the book is central themes, dissect its fascinating publishing fashion, and immerse ourselves in the indelible effect it leaves upon the depths of readers souls.

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Guide To Technical Writing Introduction

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Guide To Technical Writing :

Gizmo - Air Track - Name: Jan Louise Quitariano Date Nov 1, 2021 — Gizmo Warm-up An air track is a device that helps scientists study motion. Air comes out of holes in the track, allowing the gliders to move ... Air Track Gizmo Answer Key With Activity A & B - Name Contains answers for the Air Track Gizmo online lab name: jaedon angelus date: student exploration: air track directions: follow the instructions to go ... Air Track Simulation | ExploreLearning Gizmos Explore this air track simulation with ExploreLearning Gizmos! Students adjust mass and velocity, measure velocity, momentum, and kinetic energy in ... Air Track Answer Key.pdf - Please Do Not Share joskul Explore: The Gizmo allows you to adjust the mass and initial velocity of each glider. Set up each of the following scenarios, and describe what happens when the ... Student Exploration: Air Track: Name: Akshat Date:12/15/20 Dec 15, 2020 — 1. On the Air Track Gizmo, click Play () to view a collision between the two gliders. What do you see? Both gliders come together and ... AirTrack Answers 1. Explore: The Gizmo allows you to adjust the mass and initial velocity of each glider. Set up each of the following scenarios, and describe what happens when ... Air-track-gizmo-answer-key-with-activity-a-b16.pdf - ... (1) On the Air Track Gizmo, after clicking on the ">" button, it's observed that : the two gliders collide with each - other, and then both travel back to ... Gizmos student exploration air track complete solution 100 ... Respond to the questions and prompts in the orange boxes. Vocabulary: air track, approach velocity, conservation of energy, conservation of momentum, elasticity ... Air Track Gizmos_ All answers

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