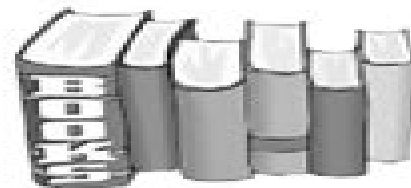


# The Elements of Technical Writing

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 Writing Guide

**Krista Van Laan**



## Technical Writing Guide:

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

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s Guide to Technical Writing can help you be successful and build a satisfying career      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      *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      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      *The Insider's Guide to Technical Writing* Krista Van Laan, 2022-04-04 Whether you are starting out as a technical writer or taking your skills to the next level The Insider s Guide to Technical Writing provides a comprehensive guide to the techniques you need to succeed in the technical writing field      **A Guide to Technical Writing** Clifford Baker, 1961      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

*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

*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

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*Style Guide (mechanical) for Technical Writers* Larry S. Lopez, 1979      **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 widely published technical author this guide complements traditional writer s reference manuals on technical writing through presentation of first hand examples that help readers understand practical considerations in writing and producing technical content These examples illustrate how a publication originates as well as various challenges and solutions The second edition contains new material in every chapter including new topics additional examples insights tips and tricks new vignettes and more exercises Appendices have been added for writing checklists and writing samples The references and glossary have been updated and expanded In addition a focus on writing for the nontechnical persons working in the technology world and the nonnative English speaker has been incorporated Written in an informal conversational style unlike traditional college writing texts the book also contains many interesting vignettes and personal stories to add interest to otherwise stodgy lessons      **TECHNICAL WRITING STYLE GUIDE.** United States. Department of Defense, 1984      **Technical Writing Process** Kieran Morgan, 2015 Plan structure write review publish Cover      **Technical Writing** Phillip A. Laplante, 2011-07-28 Engineers and scientists of all types are often required to write reports summaries manuals guides and so forth While these individuals certainly have had some sort of English or writing course it is less likely that they have had any instruction in the special requirements of technical writing Filling this void Technical Writing A Practical Guide for Engineers and Scientists 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 widely published technical author this guide complements the traditional writer s reference manuals and other books on

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