

# 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
3. Usfulness
4. Conciseness
5. Completeness
6. Clearness
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 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 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.

# Technical Manual Writing Tips

**Pasquale De Marco**



## Technical Manual Writing Tips:

**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 Technical Writer's Handbook** Matt Young, 2002 This book explains how people can improve their writing style by following a few simple rules The author a practising scientist who screens manuscripts regularly advises that technical writing is no different from any other writing 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 Many entries in this section are specific to technical writing including topics such as metric units equations figures and tables abstracts conference proceedings and slides Others provide more general advice on grammar usage style and organization which concern writers in all fields All have been carefully cross referenced to reveal related information quickly and easily Aimed primarily at scientists and engineers it will also be of use to lawyers administrators journalists and editors of technical journals

Technical Manual Writing Handbook, 1984

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

A Style for Technical Writing and Style Guide for Technical Manual Preparation William E. Scarbrough, 1985

**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

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

Writing Skills for Scientific Communication Kaushik Kumar, Chikesh Ranjan, 2025-07-16 Writing Skills for Scientific Communication is a comprehensive guide designed for researchers students and professionals striving for excellence in academic and innovative endeavours Covering every stage of the research journey it provides insights into defining research problems conducting literature reviews and crafting

impactful research papers The book explores intellectual property rights the patenting process and licensing offering practical strategies for protecting and commercializing innovations Enriched with real world case studies ethical guidelines and technical writing techniques this guide offers a holistic approach to mastering research and IP management This book Offers a complete and systematic guide to scientific writing covering various aspects such as clarity structure organization and language usage to help readers effectively communicate their research Presents in depth coverage of how to write research articles including insights into different sections like the abstract introduction methods results discussion and conclusion Illustrates extensive information on how to create and use graphs tables and figures to present research data effectively and enhance the understanding of readers Showcases guidance on tailoring scientific communication for different audiences including experts in the field peers and policymakers Discusses ethical aspects of scientific communication including plagiarism data manipulation and responsible authorship Whether you re a novice or an experienced researcher this book equips you with the essential tools to thrive in the dynamic landscape of scientific communication It is written for senior undergraduates and graduate students in diverse fields including mechanical engineering industrial and manufacturing engineering electrical engineering electrical and electronics engineering and computer engineering The Art of On-the-job Writing Philip Vassallo,2005 *Technical Writing for Software Developers* Chris Chinchilla,2024-03-29 Elevate your software development process with expert technical writing skills fostering clarity collaboration and successful product outcomes Key Features Optimize documentation workflows with collaborative version controlled docs as code tooling options Engage with interactive learning modules embedded throughout the book Improve software quality as a lead developer through effective communication in documentation Purchase of the print or Kindle book includes a free PDF eBook Book DescriptionEffective documentation is key to the success of products in remote software development teams facilitating clear instructions that benefit the entire development team Technical Writing for Software Developers lays a solid foundation of essential grammar providing language tips and explaining how precise writing enhances documentation and walks you through the fundamental types and styles of documentation Starting with an exploration of the current state of the tech writing industry and its significance in both the software and hardware realms you ll master the building blocks of technical writing exploring tooling choices and style guides and create dynamic multimedia laden documentation This book equips you with valuable insights into the writing and feedback process to ensure continuous improvement Additionally you ll take a peek at the emerging trends and technologies including AI tools shaping the future of technical writing By the end of this technical writing book you ll have developed the expertise you need to tackle documentation requests effectively armed with the knowledge of the best approach for documenting any topic encompassing text media elements structure and appropriate tools The skills acquired will enable you to achieve seamless teamwork enhanced project efficiency and successful software development What you will learn Create engaging multimedia rich documentation Understand the types and styles of

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**American Directory of Writer's Guidelines**, 2007-02 Perhaps the best kept secret in the publishing industry is that many publishers both periodical publishers and book publishers make available writer s guidelines to assist would be contributors Written by the staff at each publishing house these guidelines help writers target their submissions to the exact needs of the individual publisher The American Directory of Writer s Guidelines is a compilation of the actual writer s guidelines for more than 1 700 publishers A one of a kind source to browse for article short story poetry and book ideas

*Technical Writing: Past, Present and Future*, 1981

*On-Demand Writing Excellence: A Comprehensive Guide for Mastering Writing Skills* Pasquale De Marco, 2025-04-11 On Demand Writing Excellence A Comprehensive Guide for Mastering Writing Skills is the ultimate guide to writing excellence empowering you to transform your ideas into compelling and impactful written communication Whether you re a student professional or aspiring author this comprehensive book provides the tools and techniques you need to master the art of writing and elevate your written expression to new heights Within these pages you ll embark on a journey to unlock your full writing potential You ll discover the secrets of crafting clear and concise sentences mastering the art of organization and coherence and utilizing effective language and vocabulary You ll learn to avoid jargon and unnecessary complexities ensuring that your writing is accessible and engaging to a wide range of audiences Furthermore you ll explore the nuances of different writing styles from expository writing to creative writing and delve into the art of storytelling learning how to craft compelling narratives and anecdotes that captivate readers You ll also gain insights into writing for different purposes and audiences adapting your writing style to suit academic professional and creative contexts But On Demand Writing Excellence A Comprehensive Guide for Mastering Writing Skills goes beyond the basics of writing It delves into the world of research and evidence teaching you how to gather and evaluate credible sources incorporate research effectively into your writing and avoid plagiarism You ll learn the art of editing and revising identifying common writing mistakes and developing techniques for effective editing and proofreading Moreover this book addresses the challenges and opportunities of the digital age providing guidance on writing for social media and online platforms With On Demand Writing Excellence A Comprehensive Guide for Mastering Writing Skills as your guide you ll not only enhance your writing skills but

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**The Exciting World of Stories: Developing Writing Skills** Pasquale De Marco,2025-08-15 In this comprehensive guide to writing you ll find everything you need to unlock your creativity hone your skills and take your writing to the next level Whether you re a beginner just starting out or an experienced writer looking to refine your craft this book has something for everyone With clear and engaging instructions you ll learn how to craft vivid descriptions create memorable characters and build captivating plots that keep readers on the edge of their seats You ll also explore different writing styles and genres from fiction to non fiction poetry to drama and more This book goes beyond the basics of writing delving into the art of storytelling the power of words and the importance of voice and style You ll learn how to use language effectively to convey emotions paint pictures and transport readers to different worlds Aspiring writers will find invaluable guidance on overcoming writer s block developing a writing routine and navigating the publishing process Whether you dream of traditional publishing self publishing or simply sharing your work with friends and family this book provides practical advice and encouragement to help you achieve your writing goals With its comprehensive coverage of writing techniques genres and the publishing landscape this book is the ultimate resource for anyone who wants to improve their writing skills and share their stories with the world It s an essential companion for writers of all levels offering inspiration guidance and the tools they need to succeed If you like this book write a review

**The American Directory of Writer's Guidelines** Stephen Blake Mettee,Michelle Doland,Doris Hall,2005-12 Perhaps the best kept secret in the publishing industry is that many publishers both periodical publishers and book publishers make available writer s guidelines to assist would be contributions Written by the staff at each publishing house these guidelines help writers target their submissions to the exact needs of the individual publisher The American Directory of Writer s Guidelines is a compilation of the actual writer s guidelines for more than 1 600 publishers A one of a kind source to browse for article short story poetry and book ideas

*Art of Writing Research Paper* Prof. Parul Gandhi,Prof. Dr. N.K Chadha,2023-08-28 The book Art of Writing Research Paper provides a comprehensive guide to crafting effective research papers It covers essential topics across nine chapters starting with an introduction to research and research paper writing guidelines The book delves into refining research titles introducing research methodologies designing and conducting experiments addressing plagiarism and citations drafting papers preparing research paper synopses and concluding with proofreading and editing techniques With a focus on clarity

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