# 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

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 Stake and Bly included all the necessary information concerning punctuation, grammar, and tone, they have organized the book in an easy-to-use, precise formal.

The first chapter begins with the following quote and serves as a good introduction to the material in the first chapter.

"Wewspaper reporters and technical uniters are trained to reveal almost nothing about themselves in their writing. This makes them theaks 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
- Cleamess.
- 7. Consistency

- 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:

- Learn everything you can about your prospective client and the people who will evaluate your proposal.
- Self your ideas by fitting them into your client's needs.
- Don't just solve the technical problems; empathize with the customer's critical needs.
- Recognize all critical factors that evaluators will use in assessing the proposal.
- Make sure your proposal addresses every element mentioned in the RFP.
- Use appropriate graphics to highlight your ideas and make them easy to visual-
- Tailor each proposal to the needs of the specific client.
- Anticipate and defuse objections.
- 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 Gignere.

 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 sell help you respond feature."

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 Writing Guide**

**Clifford Baker** 

### **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 **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 guick 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 guickly 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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