

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. 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 Writing Manual Computers

Sheryl Lindsell-Roberts



Technical Writing Manual Computers:

Read Me First! Sun Technical Publications, 2003 bull The must have reference for every technical writer editor and documentation manager bull Provides all the information you need to document hardware software or other computer products bull Written by award winning documentation experts at Sun Technical Publications Read Me First is the most comprehensive guide to creating documentation that is clear consistent and easy to understand *How to Write a Computer Manual* Jonathan Price, 1984 How to Communicate Technical Information Discusses easy to follow and user friendly ways of organizing information Demonstrates how to use the art to communicate context multiple options and results Offers new ways to present [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 **The Tech Writer's Survival Guide** Janet Van Wicklen, 2009 Presents a comprehensive guide that includes advice on writing editing and researching plus a glossary and solutions to common problems encountered on the job **Guide to Effective Software Technical Writing** Christine Browning, 1984 *An Introductory Guide to EC Competition Law and Practice* Valentine Korah, 1994 **Technical Writing For Dummies** Sheryl Lindsell-Roberts, 2011-04-27 A complete and friendly guide to technical writing Let's face it a lot of technical documentation reads as if it had been translated into English from Venutian by a native speaker of gibberish Which is annoying for you and expensive for the manufacturer who pays with alienated customers and soaring technical support costs That's why good technical writers are in such big demand worldwide Now *Technical Writing For Dummies* arms you with the skills you need to cash in on that demand Whether you're contemplating a career as a technical writer or you just got tapped for a technical writing project this friendly guide is your ticket to getting your tech writing skills up to snuff It shows you step by step how to Research and organize information for your documents Plan your project in a technical brief Fine tune and polish your writing Work collaboratively with your reviewers Create great user manuals awesome abstracts and more Write first rate electronic documentation Write computer and Web based training courses Discover how to write energized technical documents that have the impact you want on your readers Wordsmith Sheryl Lindsell Roberts covers all the bases including All about the red hot market for technical writing and how to get work as a technical writer The ABCs of creating a strong technical document including preparing a production schedule brainstorming outlining drafting editing rewriting testing presentation and more Types of technical documents including user manuals abstracts spec sheets evaluation forms and

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Computer Engineering: Concepts, Methodologies, Tools and Applications Management Association, Information Resources, 2011-12-31 This reference is a broad multi volume collection of the best recent works published under the umbrella of computer engineering including perspectives on the fundamental aspects tools and technologies methods and design applications managerial impact social behavioral perspectives critical issues and emerging trends in the field Provided by publisher

Plain Language in Government Writing Judith Gillespie Myers, 2008-04-01 A Plain English Guide to Government Writing Whether you re in the public or private sector good writing skills are critical to your success in the workplace Plain Language in Government Writing A Step by Step Guide shows you how to apply federal plain language guidelines to every type of writing from emails memos and letters to agency communications technical procedures and budget justification statements Through numerous exercises as well as examples from a variety of federal and state agencies this practical guide walks you step by step through every phase of the writing process providing tips for improved clarity conciseness and completeness This valuable reference will help you Write for diverse audiences in reader friendly plain language Overcome writer s block Gain confidence in your ability to write and get results Make your writing visually appealing Prepare for briefings and presentations Recognize successful writing and identify what makes it effective A Plain English Guide to Government Writing will enable you to express yourself more clearly and concisely produce documents more efficiently and work more effectively with others throughout the writing process

Technical Writer's Freelancing Guide Peter Kent, 1992

Computer-Assisted Language Learning: Concepts, Methodologies, Tools, and Applications Management Association, Information Resources, 2019-01-04 In a diverse society the ability to cross communication barriers is critical to the success of any individual personally professionally and academically With the constant acceleration of course programs and technology educators are continually being challenged to develop and implement creative methods for engaging English speaking and non English speaking learners Computer Assisted Language Learning Concepts Methodologies Tools and Applications is a vital reference source that examines the relationship between language education and technology and the potential for curriculum enhancements through the use of mobile technologies flipped instruction and language learning software This multi volume book is geared toward educators researchers academics linguists and upper level students seeking relevant research on the improvement of language education through the use of technology

Resources in Education , 1997

Effective Documentation Stephen Doheny-Farina, 1988 Best Collection of Essays

NCTE Awards for Excellence in Technical and Scientific Communication Effective Documentation is a major sourcebook that

offers technical writers editors teachers and students of technical communication a wide variety of practical guidelines based on often hard to find research in the usability of printed and electronic media The book s eighteen chapters provide a wealth of material on such topics of current interest as the writing of design manuals research in cognitive psychology as applied to the design of user manuals and the organizing of manuals for hierarchical software systems Included are chapters by such well known scholars in the field as Philip Rubens Robert Krull Judith Ramey and John Carroll Effective Documentation reviews the advice offered by other how to produce usable documentation books describing the different types of usability research and explaining the inherent biases of each type It goes beyond the actual design of textual and or electronic media to look at these designs in context giving advice on effective management good management is a requisite of good writing on the relationship between document design and product design and on how to find out who one s readers really are Advances in the presentation of textual information are explained with suggestions on how to improve the usability of individual sentences and the design of entire books The concluding chapters discuss advances in the design and use of online information and offer valuable insights into the use of graphic information and the development and design of information communicated via electronic media Stephen Doheny Farina is Assistant Professor of Technical Communication at Clarkson University Effective Documentation is included in the Information Systems series edited by Michael Lesk

Catalog of Copyright Entries. Third Series Library of Congress. Copyright Office, 1972

Computer Games and Technical Communication Jennifer deWinter, Ryan M. Moeller, 2016-05-23 Taking as its point of departure the fundamental observation that games are both technical and symbolic this collection investigates the multiple intersections between the study of computer games and the discipline of technical and professional writing Divided into five parts Computer Games and Technical Communication engages with questions related to workplace communities and gamic simulations industry documentation manuals gameplay and ethics training testing and number crunching and the work of games and gamifying work In that computer games rely on a complex combination of written verbal visual algorithmic audio and kinesthetic means to convey information technical and professional writing scholars are uniquely poised to investigate the intersection between the technical and symbolic aspects of the computer game complex The contributors to this volume bring to bear the analytic tools of the field to interpret the roles of communication production and consumption in this increasingly ubiquitous technical and symbolic medium

Writing and Speaking in the Technology Professions David F. Beer, 2003-07-04 An updated edition of the classic guide to technical communication Consider that 20 to 50 percent of a technology professional s time is spent communicating with others Whether writing a memo preparing a set of procedures or making an oral presentation effective communication is vital to your professional success This anthology delivers concrete advice from the foremost experts on how to communicate more effectively in the workplace The revised and expanded second edition of this popular book completely updates the original providing authoritative guidance on communicating via modern technology in the contemporary work

environment Two new sections on global communication and the Internet address communicating effectively in the context of increased e mail and web usage As in the original David Beer s Second Edition discusses a variety of approaches such as Writing technical documents that are clear and effective Giving oral presentations more confidently Using graphics and other visual aids judiciously Holding productive meetings Becoming an effective listener The new edition also includes updated articles on working with others to get results and on giving directions that work Each article is aimed specifically at the needs of engineers and others in the technology professions and is written by a practicing engineer or a technical communicator Technical engineers IEEE society members and technical writing teachers will find this updated edition of David Beer s classic Writing and Speaking in the Technology Professions an invaluable guide to successful communication

An Annotated Bibliography on Technical Writing, Editing, Graphics, and Publishing, 1966-1980 ,1983 **The Digital Media Handbook** Andrew Dewdney,Peter Ride,2013-10-30 The new edition of The Digital Media Handbook presents an essential guide to the historical and theoretical development of digital media emphasising cultural continuity alongside technological change and highlighting the emergence of new forms of communication in contemporary networked culture Andrew Dewdney and Peter Ride present detailed critical commentary and descriptive historical accounts as well as a series of interviews from a range of digital media practitioners including producers developers curators and artists The Digital Media Handbook highlights key concerns of today s practitioners analysing how they develop projects interact and solve problems within the context of networked communication The Digital Media Handbook includes Essays on the history and theory of digital media Essays on contemporary issues and debates Interviews with digital media professionals A glossary of technical acronyms and key terms **Semantic Computing** Phillip Chen-yu Sheu,2017-08-23 As the first volume of World Scientific Encyclopedia with Semantic Computing and Robotic Intelligence this volume is designed to lay the foundation for the understanding of the Semantic Computing SC as a core concept to study Robotic Intelligence in the subsequent volumes This volume aims to provide a reference to the development of Semantic Computing in the terms of meaning context and intention It brings together a series of technical notes in average no longer than 10 pages in length each focuses on one topic in Semantic Computing being review article or research paper to explain the fundamental concepts models or algorithms and possible applications of the technology concerned This volume will address three core areas in Semantic Computing

Virtual Collaborative Writing in the Workplace: Computer-Mediated Communication Technologies and Processes Hewett, Beth L.,Robidoux, Charlotte,2010-06-30 This book investigates the use of computer mediated communication technologies and collaborative processes to facilitate effective interdependent collaboration in writing projects especially in virtual workplace settings Provided by publisher

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