

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.

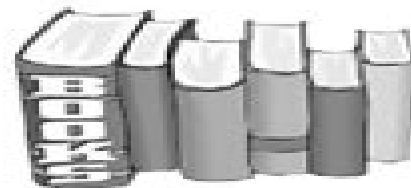
These principles are easily overlooked in business writing. Blake and Bly urge us to remember that our audience is made up of humans, not just technical personnel.

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.

Uptu Technical Writing Paper

Craig Harkins, Daniel L. Plung



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job applications Explains what to consider before and after undertaking academic or technical writing including focusing on differences between genres in goal audience and criteria for acceptance and rewriting Features tasks hints and tips for teachers and students at the end of each chapter as well as accompanying eResources offering additional exercises and answer keys With metaphors and anecdotes from the author s personal experience as well as quotes from famous writers to make the text engaging and accessible this book is essential reading for all students of science and engineering who are taking a course in writing or seeking a resource to aid their writing assignments **Basic Technical Writing** Herman M. Weisman,1962 **A Guide for Writing Better Technical Papers** C. Harkins,D. L. Plung,1981 **Journal of Technical Writing and Communication** ,1980 **A guide to technical writing** A. W. Gnyp,Carl C. St. Pierre,Douglas Stuart Smith,1980 *Writing a Technical Paper* Donald Howard Menzel,1961 Technical Writing for Engineers & Scientists Leo Finkelstein,Jeanine Aune,Leslie Potter,2022 The purpose of this book is to provide engineering and science students with straightforward practical solutions that will be easy and painless to use for meeting a wide range of technical writing challenges whether in the classroom or the workplace *Modern Technical Writing* Theodore Allison Sherman,1955

Writing Skills For Technical Purposes ,2006 In a world of rapid technological development people are constantly falling behind and becoming technological illiterates Technology companies are constantly struggling to find effective ways to help customers or potential customers understand the advantages or the operation of their new products Technical writing is a specialized structured way of writing where information is presented in a format and manner that best suits the cognitive and psychological needs of the readers so they can respond to a document Thus it is writing formatted and shaped to make reading as simple poignant unequivocal and enjoyable as possible It so happens that most technical writing positions are still primarily offered to those who can write effective end user manuals system design documents Web sites and the like for engineering and IT firms This book aims to teach students the skill of technical writing It is unique in that it gets to the point uses practical outlines throughout and actually shows students how to produce the most common technical documents step by step It employs a laid back approach that is focused on providing real world information in a straightforward and easy to understand manner **Technical Writing** John M. Lannon,1985 *Principles of Technical Writing* Robert William Hays,1965 A college text

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