**Technical Writing**

* An important part of daily activities of those in engineering and technical areas.
* It includes manuals, employee guidelines or handbooks, and other specialized writing
* Technical writing aims to portray a message that is clear and concise. Three parts of technical writing :- Pre-Writing, Writing and Rewriting.

1. Pre writing allows you to spend quality time in gathering and generating information. Through pre-writing we aim at:-

1. Determining your purpose
2. Identification of goals- to persuade/ to instruct/ to inform or build trust and rapport for managing work relationships
3. Evaluating the audience language, style and content decided according to the type of audience
4. Gathering data
5. Content presentation-the purpose and content helps in deciding the presentation style of the document. The following channels may be used for communicating your content: email, cell phones, PDA email messages, letters, memos, reports brochures, newsletters, websites, power-point.

2. Writing-During the writing stage, you put the information, ideas etc. into a logical sequence and the outcome is a draft with a format that can be easily understood by the readers. Information, ideas and thoughts can be put in logical order. The matter can be organized according to-

1. Space
2. Chronology
3. Importance
4. Comparison and contrast
5. Problem and Solution

3. Rewriting- The final rewriting stage allows for revision and publishing of this draft.

1. Add details for clarity
2. delete overused or out of context words or words
3. simplify language
4. emphasize important points
5. highlight and make the document reader-friendly
6. correct grammatical and spelling errors
7. Avoid plagiarism