



How to be a Good Technical Writer


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Soft Skills

- Soft skills are personal attributes that enhance an individual's interactions, career prospects and job performance.
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Types of Soft Skills

- Communication skills
 - Time management
 - Organizational skills
 - Analytical skills
 - Problem solving
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Communication Skills

- Listening and speaking
 - Reading and Writing
 - Non verbal communication
 - Presentation skills
 - Teamwork
 - Customer service
 - Professional behaviour
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Discussion


Soft Skills

Why do we Care?






Technical Writing

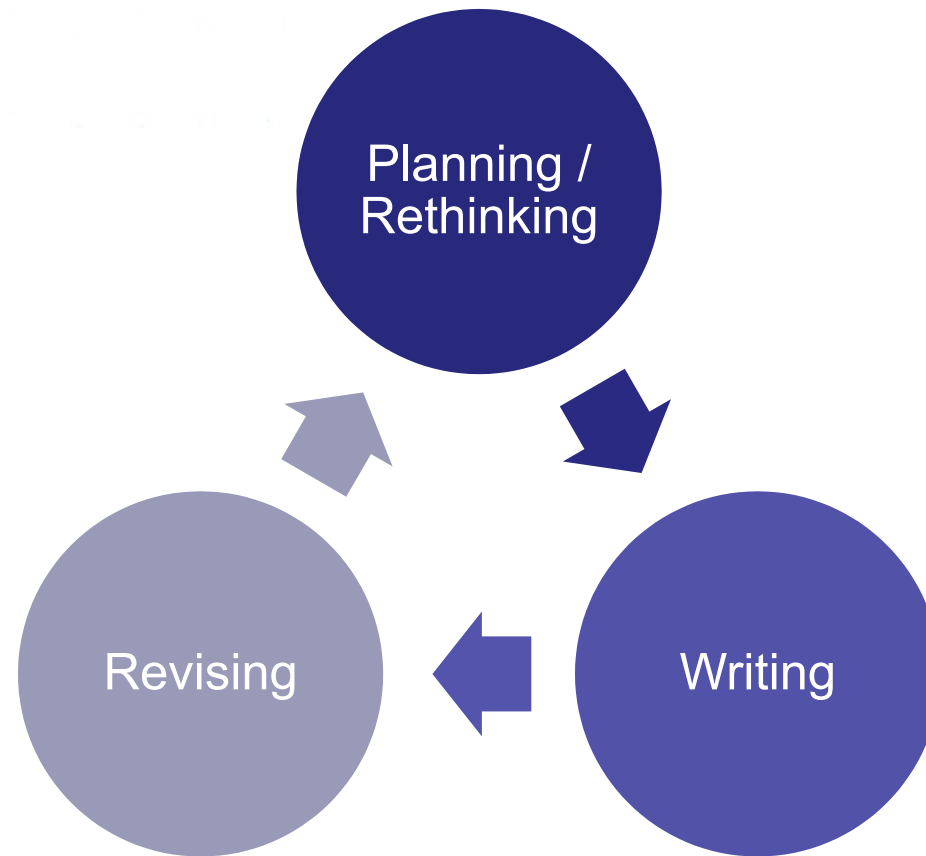
- Technical writing involves communicating complex information to those who need it to accomplish some task or goal.
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Technical Writing Includes:


- Contracts
 - Design documents
 - FAQs
 - How-to videos
 - Instructions
 - Online and embedded help
 - Websites
 - Project documents
 - Product catalogs
 - Requirements specifications
 - Training course materials
 - User manuals
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Writing Process





Plan, Plan, Plan

- Identify your audience and their expectations.
 - Know your purpose.
 - Know your material.
 - Organize your thoughts and materials.
 - Budget adequate time to write, review, revise and edit
- 



Workshop


Good vs. Bad Writing







Writing Tips






**Having a unique personal
writing style guarantees poor
technical writing.**





**Avoid writing as you might
speak.**





Use simple direct sentences.





**Find the perfect balance
between brevity and
completeness.**






Don't under estimate layout and design.



Choose sentence length carefully.

It is given as a rule, which however is not the only such rule you may encounter, that sentences should not exceed a desirable length of ten to fifteen words, never should fall below seven words or extend beyond the ultimate limit of tolerable length reached at twenty words, even though longer sentences may be found in high literature, where even punctuation as it is used in this example to facilitate reading is oft omitted in novel experimental ways.

Sentences may be short. Then they are easy to read. And understand, too. But they look cheap. And breathless. As well as leaving the reader restless.





**Never, ever, use the word ‘I’ in
technical writing.**



Avoid strong words.

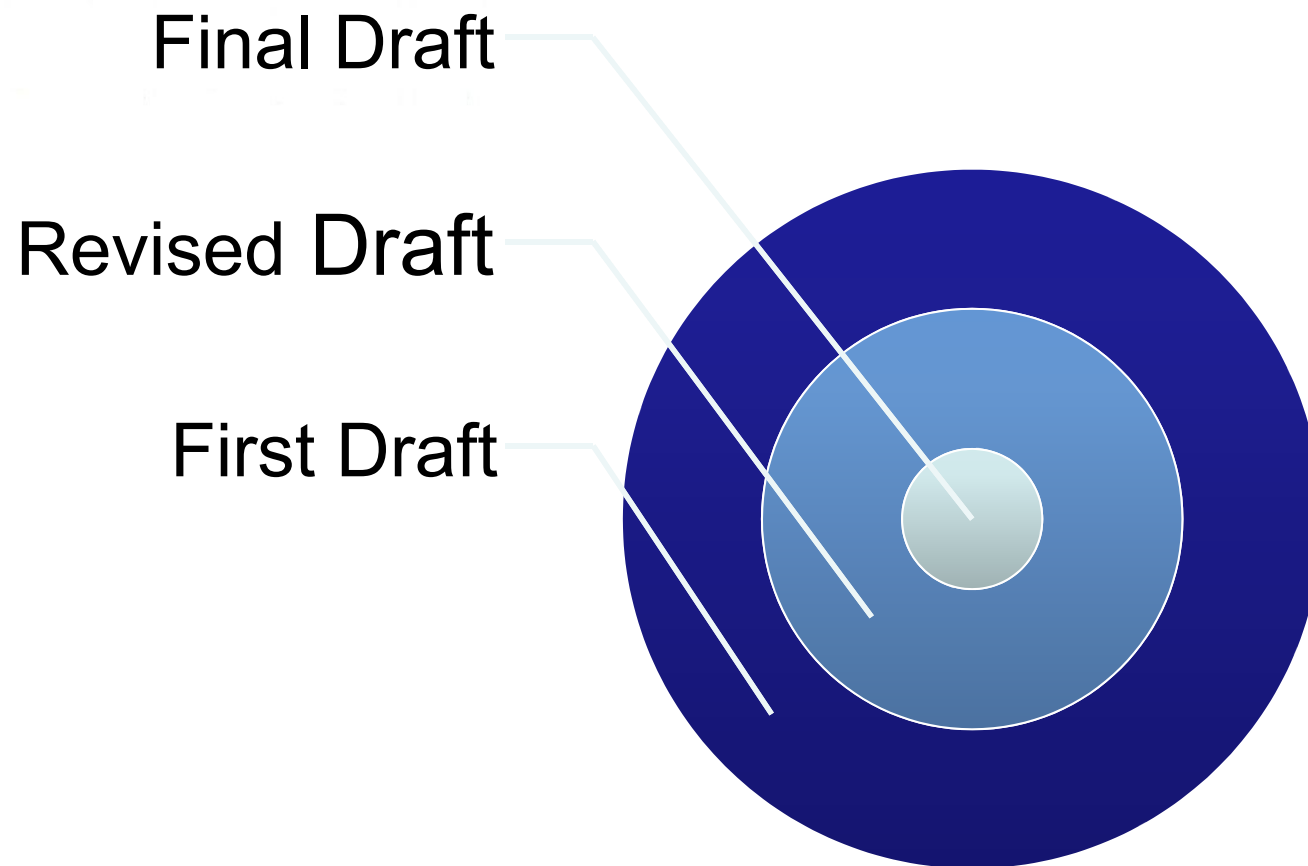




Avoid big words.



Revision






General Tips





Writing is learned by writing.





**Writing well is difficult and
time-consuming.**





For Next Time

Hard Skills!!!

Give 5 different examples.





Thank you

