

Different types of writing

Formal : Formal reports

Informal : Memos , Emails , IMRAD reports

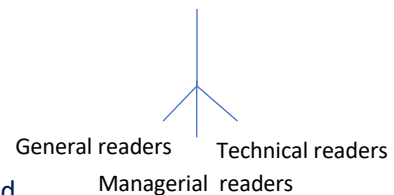
Technical writing : is a particular writing that people do as a part of their jobs its for communication , aims to get work done (for a defined purpose)

Technical writing is **audience centered** means that writing aims to help readers

Characteristics of technical writing

- 1 - Deals with specific situation : for writer's goal to satisfy audience's need
- 2 - Enables the audience to act to satisfy a need in situation
- 3 - occurs within a community : to deliver information in the community to let someone else to act
- 4 - it's interactive : after reading reader apply what the know or believe from past experiences
- 5 - has a defined parous : it enables readers to act by

Types of audience



Technical writing purposes

- 1- inform
- 2- instruct
- 3 – describe
- 4- explain
- 5- document scientific or industrial process

- 1- informing
- 2- Instructing
- 3- Persuading



Technical writing is concerned with delivering factual info in

- 1- clear
- 2- concise
- 3 - objective

General writing

is a form of writing that is done for the purpose of express author's thoughts , emotions and experiences

general vs technical

-	technical	general
Content	factual and straight forward	imaginative
Style	standard structured format	informal , Artistic , non structured format
Purpose	inform , persuade	entertain , capture
Tone	Objective	Subjective
Voice used	Old school : 3 rd person New school : 1 st person	New school : 1 st person
vocabulary	specialized	general
Audience	specific	general

Similarity

Both (technical and general writing) must be free of grammatical errors

Both writings are used for engaging the readers

People write technical writing

Students whose success depends on clear concise accurate writing

professional engineers and scientists and technical

professional technical writer

Technical writing is presentational

- 1- Use the top – down method : that means put the main idea first after outline of discussion
- 2- Using headings : which are words or phrases that name the content of the following section
- 3- Use chunks (paragraphs)
- 4- Use visual aids (graphs , photos , drawings, and tables
- 5- Establish a consistent visual logic
- 6- Using clear, plain, and objective language and terminology