Technical Writing

Dr/Mai Ramadan Ibraheem

Lecturer at Information Technology Dept.,
Faculty of Computers and Information – KFS University

SharePoint

- Task:

- SharePoint Proposal

Outline

O General Principles of Good Writing.

O Design and Usability.

O Documentation Development Process.

O Writing Procedures.

O Aspects of the Language.

O Obstacles to Readability.

O Writing Reports.

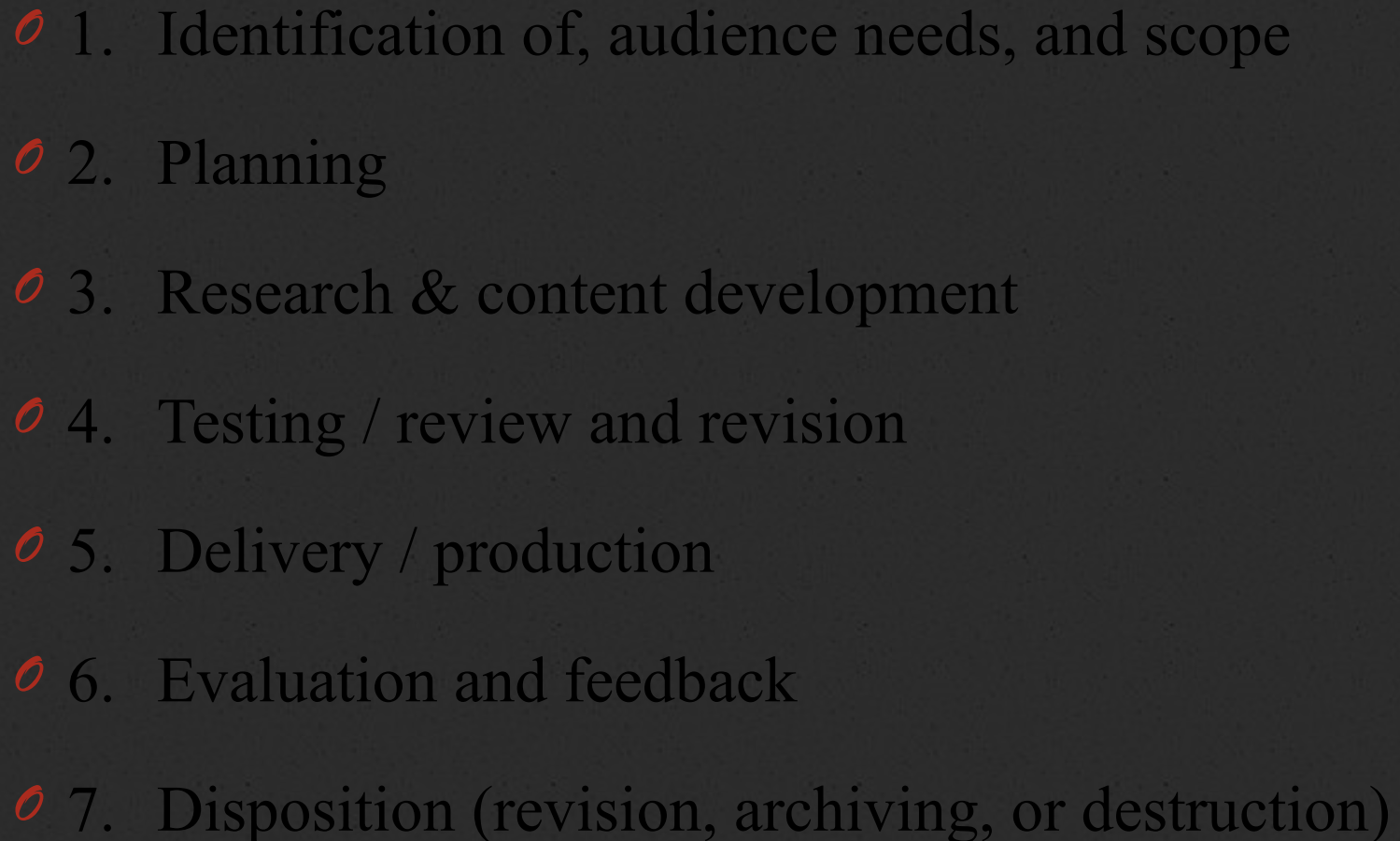O Practices in Technical Writing.

General Principles of Good Writing

O Technical writing development lifecycle

O Significance and Fundamentals of good technical writing.

O The purposes for technical writing.

O The four C's of technical writing.

O Achieving clarity.

O Achieving conciseness.

General Principles of Good Writing

O Technical writing development lifecycle

O Significance and Fundamentals of good technical writing.

O The purposes for technical writing.

O The four c's of technical writing.

O Achieving clarity.

O Achieving conciseness.

Technical writing development lifecycle

O Technical writing follows a development lifecycle,

O that often parallels the product development lifecycle of an organization:

O 1. Identification of, audience needs, and scope

O 2. Planning

O 3. Research & content development

O 4. Testing / review and revision

O 5. Delivery / production

O 6. Evaluation and feedback

O 7. Disposition (revision, archiving, or destruction)

Computer skills

O In addition to writing skills, technical writers should have solid computer skills.

O Should have a basic ability to use software applications to write technical content.

O Includes: Microsoft Office, RoboHelp, Madcap Flare, Adobe Photoshop, Camtasia Studio, Snagit, HTML editors, and XML editors.

General Principles of Good Writing

O Technical writing development lifecycle

O Significance and Fundamentals of good technical writing.

O The purposes for technical writing.

O The four c's of technical writing.

O Achieving clarity.

O Achieving conciseness.

Significance and Fundamentals of good technical writing

O ***Careful planning***

O before beginning it pays off handsomely both during and after the writing process.

Significance and Fundamentals of good technical writing

O ***Structure and style of presentation***

O Outlining of the manuscript, sets the tone for the entire writing project.

Significance and Fundamentals of good technical writing

O ***Content of the work***

O The manuscript should contain all of the material that you wish to communicate.

Significance and Fundamentals of good technical writing

O ***Should not contain any superfluous material***

O Must eliminate all irrelevant or duplicated material,

O One common form of superfluous material is simple wordiness.

Significance and Fundamentals of good technical writing

O ***Consistency***

O The material must be internally consistent, that is,

O no part of the text should contradicts any other part.

Significance and Fundamentals of good technical writing

O ***Proper Grammar***

O Seek simple words that represents the particular idea,

O Long and heavy words burden the sentence with semantic noise and bore the reader.

O Choose descriptive and straightforward nouns.

O Stick to active verbs,

Significance and Fundamentals of good technical writing

O ***Chosen the best words***

O Choosing the best words, helps to communicates the idea efficiently and clearly.

Significance and Fundamentals of good technical writing

O ***Uniformity of presentation***

O a technical manuscript should present only one interpretation of the facts.

O Although a diversity of perspective in non-technical writing can be valuable.

General Principles of Good Writing

O Technical writing development lifecycle

O Significance and Fundamentals of good technical writing.

O The purposes for technical writing.

O The four c's of technical writing.

O Achieving clarity.

O Achieving conciseness.

The purposes for technical writing.

O Technical writing helps organizations create helpful documents for employees and customers.

O Technical writers specialize in precise, unambiguous writing.

O Product manuals and guides are generally written by technical writers.

General Principles of Good Writing

O Technical writing development lifecycle

O Significance and Fundamentals of good technical writing.

O The purposes for technical writing.

O The four C's of technical writing.

O Achieving clarity.

O Achieving conciseness.

The four c's of technical writing

O 1. CLARITY

O 2.   CONCISENESS

O 3.   CONSISTENCY

O 4.   CORRECTNESS

The four c's of technical writing

O 1. CLARITY

O 2. CONCISENESS

O 3. CONSISTENCY

O 4. CORRECTNESS

1. CLARITY

O For, Simple and effective information:

O Create a good visual impression.

O Insert headings as signposts (proper formatting).

O Develop the subject carefully.

O Use language appropriate for audience.

O Break up long paragraphs.

General Principles of Good Writing

O Technical writing development lifecycle

O Significance and Fundamentals of good technical writing.

O The purposes for technical writing.

O The four C's of technical writing.

O Achieving clarity.

O Achieving conciseness.

ACHIEVING CLARITY

O 1.   Know your audience.

O   2. Be concrete.

O Use the words that give clear, direct images to the reader.

O   3.   Avoid vague and ambiguous terms.

O Never use a big word when a small one will do.

O 4.   Use sufficient detail

O 5.   Avoid common mechanical errors.

O 6.   Provide examples and analogies

Mechanical rules

- A. Run-on sentence.

- B. Comma splice.

- C. Fragment.

- D. Subject-verb agreement.

- E. Pronoun-mismatching numbers.

- F. Faulty modifiers.

- Running down the street, the house was on fire.

- When the man ran down the street, the house was on fire.

- G. Spelling.

The four c's of technical writing

O 1. CLARITY

O 2.   CONCISENESS

O 3.   CONSISTENCY

O 4.   CORRECTNESS

2.   CONCISENESS

O To, arrange information in a possible small space :

O •   Identify the message.

O •   Focus the message.

O •   Avoid false starts.

O •   Stay simple—one idea to each paragraph, one thought to each sentence.

General Principles of Good Writing

O Technical writing development lifecycle

O Significance and Fundamentals of good technical writing.

O The purposes for technical writing.

O The four C's of technical writing.

O Achieving clarity.

O Achieving conciseness.

ACHIEVING CONCISENESS

O I.   Do not include superfluous detail.

O II.   Avoid wordy expressions.

O III.   Consider using alternatives to words.

General Principles of Good Writing

O Technical writing development lifecycle

O Significance and Fundamentals of good technical writing.

O The purposes for technical writing.

O The four C's of technical writing.

O Achieving clarity.

O Achieving conciseness.

The four c's of technical writing

O 1. CLARITY

O 2. CONCISENESS

O 3. CONSISTENCY

O 4. CORRECTNESS

3.   CONSISTENCY

O Mechanical rules of technical writing demand that format;

O Pattern; word use; abbreviations; use of numbers; headings; and, especially, information/ data be consistent throughout a communication.

The four c's of technical writing

O 1. CLARITY

O 2. CONCISENESS

O 3. CONSISTENCY

O 4. CORRECTNESS

4. CORRECTNESS

O Effective technical communications (in writing or verbally) cannot be achieved successfully unless you adhere to appropriate grammatical rules.

BASICS TYPES OF AUDIENCES

O 1.   HIGHLY TECHNICAL

O   Technical experts

O 2.   SEMI- TECHNICAL

O   Other technicians, or Equipment operators

O 3.   NON-TECHNICAL

O   General readers (layperson), Students, or Children.

End