Technical Writing

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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.

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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

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.

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ACHIEVING CONCISENESS

O I.   Do not include superfluous detail.

O II.   Avoid wordy expressions.

O III.   Consider using alternatives to words.

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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