

Technical Writing:

A specialized structure form of writing that prevents technical info to reader according to situation.

→ filtration of thoughts, ideas, concepts

1, Psychological
2, Social

*- Speaking has ambiguity but writing doesn't have any ambiguity.

3, Need / purpose / goal

Technicality:

Comprises your knowledge about 25 times. e.g. if u have 25 lines, then u have to compress it in 5 lines.

Types:

Creative Writing: passage of writing that declare multiple dimensions in accordance to central msg.

Expressive Writing: to expand ideas, thoughts and concepts according to requests.

Expository: discuss cause/effects according to facts or figures.

Generalistic: Different type of thoughts or writing discussed according to demands.

imp. role in business enhancement, time saving, knowledge specified, concept clear, money enhancement, interperson communication build up.

→ Components:

- 1, Grammer (vocabulary, sentence structure, Tenses etc).
- 2, Organization (utilization of steps in writing).
- 3, Style (Companion ↔ Suggesting, Senior ← requesting e.g. in reports, in demos etc).
- 4, Document Design (line spacing, characters, writing style).

Process of Writing:

- 1, Pre-writing: examine your goal, u finalize ur actual msg.
- 2, Determine your purpose: your goal is identifying your purpose.
- 3, Consider your audience:
- 4, Gather your data: Before write-up, you must have collected your data.

Main Writing:

- 1, Organization → your writing change according to place.
- 2, Formatting →
- 3, Re-write → Filter your writing, omission of nouns, sentences unnecessary.

*-T.W highly deals
with the specification.
no extra writing.

Objectives of Technical Writing:

→ Clarity : The accurate directions that leads to acquire concepts, ideas & thoughts. In sense of creative writing, we have three expressions
i, bad ii, Worse iii, even worse
(slightly better)

The equipment is (e.g.)

→ Conciseness : Summarization of writing, limitation of ideas, concepts. Avoid phrasal verbs at the start of writing. Avoid overusing nouns, form of verbs. Your audience will neglect irrelevant details.

→ Accuracy : To develop the accurate decision.
1, documental 2, stylistic 3, Technical

Letter:

A big piece of writing that declares the planning, suggestion, and official information in set pattern, situational demand. (official letter comprises of 8-9 lines). Your approach is subjective, elaborative (not very much). In memo, you are direct to your msg but not in letters.

(subject line)

→ In letter your first line represents need.

There are **5** strategies of effective letter:

i, **subject-oriented**: letter is formulated by centralizing the subject \Rightarrow subj = need

ii, **Utilization of social-circumstances**: keep in consideration the requirements of area. One who is concerned with LHR defence is not concerned about KSK.

iii, **Formal tone in polite way**: you should not use harsh words or in a informal way

iv, **Clear Ending**: Conclusion should be clear and direct, achieve your goal by giving formal expressions.

v, **Accurate facts and figures**: There should be no ambiguity on facts & figures values.

- Executive summary and central idea
- Introduction
- Body
- Conclusion

Report:

A report is a notification account that presents that summarise the facts about a particular event, topic, issue. (to represent diff. official scenarios).

Types of Reports:

Academic Report: Formulation of documents that presents in educational scenario known as academic report.

Business Report: Documented piece of paper that describes business, strategies, analysis or enhancement policies known as B.R. (for gaining business means, profit and loss etc). (subtypes....)

Scientific Report: Formulation of documents that comprises on findings, research, and scientific calculations known as S.R. In general sense, report is represented in 3 expressions:

Formal & Informal:

long and short writing (Subj or Objective):

Internal or External:

Vertical Report

Report which is shared openly to all staff in official means

Lateral Report

- shared on high level from position to position.
- have some restrictions that cannot be shared publicly

- 1, Title page
- 2, Table of content
- 3, Executive Summary
- 4, Central Idea (You have to be very choosy in
- 5, Headings and Sub-headings^{words})
- 6, Facts and figures.
- 7, Citation (Use proper authentic)

Steps of Effective Report Writing:

- i, Choose a Topic based on assignment.
- ii, Conduct Research. (Research should be completed).
- iii) Thesis Statement (in very start of your intro, it is replica and explanation of topic, clear goal purpose (justify it)).
- iv) Prepare an outline
- v) Write a rough graph

- (vi) Revise and edit your graph/report.
- (vii) Proof read & check your mistakes.
(check grammatical errors / limitations)

Email Writing:

Email writing is an art and doing it well takes know how and practice.

- ⇒ That develops according to situation.
- ⇒ Transformation of your mental ability ~~into~~ every walk of life is known as art.
- ⇒ Vary from situation to situation.
- ⇒ 3-4 lines in which you have to address your business mean.
- ⇒ No official existence. Email is ^{not} used to finalize your product/business etc.

Only a mean of communication in sense of business terms.

Q: 5 Five Steps of Impactful Emails:

- 1, Be concise. (Summarize your ideas)
- 2, Use words that convey authentic, positive, personal emotions.

*-Email starts with greetings, 'need' and then conclude.(firm request).

- 3, Use the words 'because' instead of 'why'.
- 4, Show, don't tell. (
- 5, Last with your request.

PARAGRAPHS:

Paragraphs are distincts block of text which sections out a larger piece of writings, stories, novels, creative writing, professionals write-ups.

- 5 Useful Steps of Structuring Paragraph:
- (centralized wr topic)
- i, Make the first sentence of your topic sentence.
 - ii, Provides supports via middle sentences.
 - iii, Make your last sentence conclusion & transition.
 - iv, Use transition words.
 - v, KNOW when to start a paragraph.
- Confusion is the other name of women?