

## Week 1 Lesson 1 → Technical Writing

### What's in a name?

↳ Technical writers write about technical and software manuals, handbooks, guides that provide help to anyone.

§7C → Technical Write ⇒ technical communication says: communication is important!

↳ A technical writer needs to write in a clear and concise manner and be able to convey information appropriately for a variety of audiences.

Skills Required:

- Writing skills,
- Technical skills, SME's
- Tools skills → Adobe, MS Word, PageMaker
- Interviewing and listening skills
- Design skills (graphics, formatting).
- Usability and Testing skills.

Technical Writers create or gather technical information and then organise it and present it in such a way that it is understandable and useful to the defined Audience.

Documentation is Important,  
especially in the Software world.

### Characteristics of technical Writing.

Different types of Writing,

- ↳ Lab Reports
- ↳ Instructions
- ↳ Driving Directions.

66 The ability to Produce a clear, concise and professionally Presented report is a Skill you will need to develop in order to Succeed both at university and in your future career.

- ↳ ORIGINAL RESEARCH
- ↳ RESULTS OF INVESTIGATIVE STUDY
- ↳ SOLUTION TO A DESIGN PROBLEM

Technical reports are designed

- for quick and easy communication of information
- for selective Reading

Technical Reports use

- sections with numbered headings and subheadings.
- figure and diagrams.

The technical writer job is to define

Topic • Audience • Purpose • Type.

technical Background report, feasibility report, instructions and etc.

Every technical document has 6 major characteristics.

- 1.) It addresses particular readers
- 2.) It helps reader solve problems
- 3.) It reflects the organization's goals.
- 4.) It is produced collaboratively
- 5.) It uses design to increase readability
- 6.) It consists of words or images or both.

## Measures of Excellence in Technical Documents

Honesty → else you will face legal ch

Clarity → it expensive to be unclear

Accuracy → Don't overstate

Comprehensiveness → Be simple & clear

Accessibility → Don't over do it. KISS  
Principle

Conciseness

Professional appearance

Correctness → Grammar