*Final Exam Preps*

*Technical Writing:*

*Definition*

It is a long-established and important professional activity that can be defined as a specialized field of communication whose purpose is to convey technical and scientific information and ideas accurately and efficiently.

*Purpose*

* To inform
* To instruct
* To persuade

*Types*

Technical/Professional

Subject/field specific experts produce it as it requires expertise (Professional qualification/training) in the subject.

Business

It aims to run (administer and manage) the business.

Scientific

It aims to report researches and discoveries to advance the field.

*Technical Style (SCOPE):*

*S- Simplicity*

*The technical style demands formal yet simple language, Avoid unnecessary complex/technical words.*

*C- Clarity*

*meaning should be clear*

* *Completeness*
* *Correct grammar*
* *Clear organization of Content*
* *Clear Pronoun References*
  + *Ambiguous Reference (two possible antecedents)*
  + *Implied Reference (specific antecedent, not to a word that is implied but not present in the sentence)*
  + *Vague Reference (pronouns* **this****that which** *should not refer vaguely to earlier word groups or ideas)*

*O- Objectivity*

*Avoid personal, judgmental, or emotive language. Objective language is considered fair and accurate.*

*P- Precision*

*exact, definite, and distinct terms/words/details for expressing an idea, use specific facts and figures.*

*-* [*https*](https)[*://www.owlnet.rice.edu/~cainproj/writingtips/preciseverbs.html*](https://www.owlnet.rice.edu/~cainproj/writingtips/preciseverbs.html)

*E- Economy*

*Cut the clutter (remove Unnecessary, repetitive and long words/phrases)*

* *Eliminate negatives*
* *Eliminate superfluous uses of “there are/there is”*
* *Use the active voice unless necessary.*
* *use strong verbs*
* *avoid turning verbs into nouns*
* *don’t bury the main verb*

*Technical Writing Process:*

* *prewrite*
* *draft and revise*
* *edit and publish*

*Instructional writing and user guides:*

*Defining each and every thing with pics to elaborate and step by step instructions.*

*Scientific Research:*

*Project Report*

*Introduction*

*Literature Review*

*Method*

*Testing*

*Conclusion and Recommendations*

*Prefatory parts (title page, letter of transmittal, abstract, table of contents):*

*Supplementary parts (References, Appendix):*

*Progress Report*

*Date: January 4th, 2013  
To: Gordon MacLeish  
From: Andrew Williams, Head of the Publicity Department  
Subject: Advertising Plan for the Hotel and Resort Center*Green Valley

*Introduction: (purpose of report, purpose/aims/intro of project)*

*Work Completed: (date followed by work done on that date)*

*Work Remaining: (State the tasks scheduled for the next progress report with dates in bullets)*

*Adjustments/Problems if any (discuss problems, their impact on progress and how they were resolved)*

*Conclusion (summary of all work done (previous sections) and evaluate your progress)*

*Resume and CV*

*Cover letter*

*Samples in TBW cover letter folder*

Para-1:

* + *State the purpose of the letter and Inform how you came to know about the job (if applicable)*
  + *Make a general statement about what qualifies you the most for the job.*

Para-2:

* + *Demonstrate your passion for the field*
  + *Build a direct connection between your background and skills and the company’s needs*
  + *Provide specific examples of your talents, abilities, and knowledge and experience to support the above*

Para-3:

* + *Talk about your soft skills and their importance for the job*

Para-4:

* + *State your interest in the position*
  + *Request for an interview call*
  + *Pay complements*

*Introduction to Business Communication*

*Minutes of the Meeting*

*Inside respective folder*

*Business Proposal*

*Inside respective folder*

*Work-place Problem Solution*

*Business letters (positive/neutral, negative letter, persuasive letter*

*Inside respective folder*

*Memo writing*

*Inside respective folder*

*Optional topic----Business Email*

*Informative Abstract Format (For Completed Study)*

* *Motivation*
* *Problem statement*
* *Approach*
* *Results*
* *Conclusions*

*Descriptive Abstract Format*

* *Motivation*
* *Problem Statement and Benefits of the Study*
* *Approach and Methods*