**Documentation - Technical Description and Instruction/Technical Manual**

**Technical Description**

* To allow the reader to fully conceptualize what is being described
* A combination of visuals and text
* Descriptions can range from a brief sentence, to a paragraph, a whole section of a report, or an entire manual – depending on the purpose and audience
* Technical product descriptions are often legally required to ensure safety and compliance.  Attention to detail is critical.

**Types**

* Mechanism - a device, an equipment or a tool
* Process - e.g. A process analysis of how an internal combustion engine works, or natural processes like photosynthesis
* Definition – it can range from a single phrase to a sentence to a full length description like that of a manual – the objective is to clarify the specific meaning.

**Organization**

* **Depending on the type**

**Language**

 **Language:** Use specific, precise, concrete terms – avoid vague or overly-general terms

* Use correct terminology – define terms as necessary for your audience
* Use analogy to describe an unfamiliar thing in terms of a familiar thing
* Use objective language – no subjective terms
* Use present tense, active verbs to describe how the device appears and what it does
* Use words that create vivid and specific pictures in the reader’s mind.