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**20 Technical Writing Interview Questions with Detailed Answers**

Indeed Editorial Team

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Technical writers communicate technically complex information to the audience in simple, lucid language. When hiring for technical writing positions, employers usually look for candidates with a specific skill set, which they evaluate through tests and interviews. Knowing what kind of [interview questions](https://in.indeed.com/career-advice/interviewing/top-interview-questions-and-answers) to expect and preparing answers to them can help you feel more confident during an interview. In this article, we outline 20 common technical writing interview questions, discuss how to answer them and share some example answers to help you prepare for your interview.**Related:** [**How To Become A Technical Writer: A Complete Guide**](https://in.indeed.com/career-advice/finding-a-job/how-to-become-a-technical-writer)

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**Top 10 technical writing interview questions and answers**

Here are some commonly asked technical writing interview questions and their sample answers:

**1. What types of technical writing are you familiar with?**

Technical writing covers a vast array of document writing, such as UI, developer and deployment documents. The job you are interviewing for might only require a few types of documents, and this is why the interviewer asks this question. They want to check if you have expertise in the kind of technical writing they need. Give a relevant answer and tell them that you are a fast learner and can learn any type of technical writing if required.

**Example answer:**

*"My key areas of expertise include FAQs, knowledge bases, user manuals and application programming interface (API) integration tutorials.*

*Apart from that, I am also familiar with creating memos, reports and whitepapers.*

*Although I do not have much experience in writing product descriptions, which I know is a part of this job, I can learn and adapt quickly with a little guidance."***Related:** [**What Does A Technical Writer Do? (With Job Skills)**](https://in.indeed.com/career-advice/finding-a-job/what-does-technical-writer-do)

**2. Tell me about some technical writing projects you have worked on.**

Employers ask this question to understand your work process, how you overcome challenges at work and if your past projects are somewhat similar to the type of projects they do. This is your chance to illustrate your experience. Pick past projects that are most similar to what the job requires and highlight your skill and efficiency in handling them. Explain what was challenging about it, and how you overcame any obstacles involved in the project.**Example answer:** *"One of the most challenging projects I worked on was creating an insurance brochure. I read through hundreds of pages of insurance documents to include the most important information on the brochure. I used my organisation and*[*research skills*](https://in.indeed.com/career-advice/career-development/research-skills)*to break up the task into small manageable sections. In the final brochure, I highlighted what the clients required to know the most and presented it in an easy-to-read format. It impressed the editor. Through this project, I learned that technical writing for the insurance industry is suitable for me."*

**3. Are you comfortable meeting strict deadlines?**

Technical writers often work within a short time frame. The interviewer may ask this question to make sure you are aware of their expectations and can handle the pressure of meeting close deadlines. Use your answer to tell them that you have experience completing work within short timelines.**Example answer:** *"I can comfortably manage writing 2000 words per day. As my current job requires me to submit tasks within a short time to the editor, urgent deadlines are okay with me. I can deliver quality writing within short and long time frames because of my past and current*[*work experience*](https://in.indeed.com/career-advice/resumes-cover-letters/work-experience)*, and most importantly, I always prioritise quality even while working under time restraints."***Related:** [**Hard Work vs. Smart Work: Definitions, Comparison And Tips**](https://in.indeed.com/career-advice/career-development/hard-work-vs-smart-work)

**4. What do you know about our target audience?**

Researching the people who are going to read what you write is a prime responsibility of any technical writer. It helps set the tone and voice of the writing and determines the right way to address an audience. Employers ask this question to know if you have done enough research on the target audience of the company. In your answer, tell them what you know about their target audience and what kind of writing is appropriate for them.**Example answer:** *"As a grant writer, I conduct thorough audience analysis before I start any project. It looks like your company's primary target audiences are executives of small to mid-range software companies who are going to fund the projects your company undertakes. These are experts in the software industry who make significant business decisions daily. Only irrefutable facts, research figures and expert-level knowledge cited from credible sources can convince them to trust your company and take action."*

**5. Which technical writing tools do you commonly use?**

Technical writers use a variety of software for several purposes, such as content development, diagramming, video editing, programming and publication. Interviewers may ask this question to see if you have the working knowledge of the technical writing tools necessary for this job. In your answer, state the tools you often use. If you do not have experience with a necessary tool, emphasise your quick learning capabilities.**Example answer:** *"I mostly use MS Word, WordPress and RoboHelp for content development. I am proficient in using Framemaker, Microsoft Visio and Powtoon. Some of the common documentation and publication tools I use are MadCap Flare, Oxygen XML author and Atavist. I am also comfortable learning new software if required."*

**6. Describe your process of interviewing subject matter experts.**

When writing on nuanced, complicated issues, technical writers may require guidance from subject matter experts (SMEs) to ensure their writing is factually correct and provides relevant information. If you work as an in-house technical writer, you may often interview SMEs for your research and writing. That is why the interviewer might want to know how you conduct such interviews. Describing a definitive interview process is necessary.**Example answer:** *"Before meeting an SME, I always research the topic. This helps me gain some preliminary knowledge to frame questions and comprehend everything the SME says. Then, I prepare the questionnaire. It usually includes questions regarding the target audience, product function, integration with other products, types of information necessary and the information format. I try to structure the questions according to the individual SME. During the interview, the SME may answer more questions that may arise. After the interview, I analyse the information thoroughly before proceeding."*

**7. Are you comfortable working with other team members?**

As technical writers work with a host of other professionals to collect and assimilate information, teamwork is an essential skill to possess in this profession. In your answer, explain your previous experience of working with others. Emphasise the importance of teamwork.**Example answer:** *"Yes, I am comfortable. As a technical writer, I think it is crucial to be able to work with team members to achieve organisational goals. In my current job, I collaborate with product managers, designers, web developers, SMEs and the engineering team on every project."***Related:** [**10 Skills You Need For Team Building (And How To Develop Them)**](https://in.indeed.com/career-advice/career-development/team-building-skills)

**8. Which style guides do you follow?**

It is a necessity for technical writers to be able to reference their work correctly. There are various citation styles for referring to academic papers and other websites. Mention the citation styles you know and the ones you prefer most.**Example answer:** *"I have vast experience in APA, MLA and Chicago style formats. I find it easiest to work with the MLA format because of its simplicity."*

**9. How do you handle criticism from an editor?**

Editors maintain the accuracy and quality of written work by technical writers. They may send multiple edit requests and share their feedback on a piece of writing with the writer. Interviewers may ask this question to make sure that you take criticisms positively. When answering this question, highlight your appreciation for feedback, explain why it is necessary and how you handle it.**Example answer:** *"I am always grateful for any constructive criticism I receive from the editor. It helps me identify my mistakes and become better at my work. I take all feedback seriously and try to keep it in mind when I am working later."*

**10. What do you think are the most crucial steps to follow in technical writing?**

Apart from technical skills and knowledge, there are many nuanced working processes a technical writer follows to succeed in their job. Since this is an opinion-based question, you can highlight the steps you personally follow and point out why they are important.**Example answer:** *"I think the most important part of technical writing is to ask questions, not just to SMEs, but to anyone who might have relevant information. Creating a solid understanding of the project is always my first step. Next, I organise and plan my writing. I prepare my final draft after carefully editing the first draft. I also check the content for grammar and spelling errors and may even optimise it for online visibility if necessary. I may ask for help and feedback whenever required."***Related:** [**Technical Interview Questions And Example Answers**](https://in.indeed.com/career-advice/interviewing/technical-interview-questions)

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**10 in-depth technical questions you can expect**

In a technical writing interview, you might encounter questions that test your technical knowledge and expertise. Here are some examples:

1. Please explain DDLC and SDLC.
2. Explain the difference between HTML and XML.
3. What is a white paper?
4. How do you format a long legacy document?
5. Where is the Unified Modeling Language (UML) used?
6. Differentiate between Framemaker and MS Word.
7. How is a structured Framemaker different from an unstructured Framemaker?
8. What is the purpose of a call-out?
9. State the uses of RoboHelp.
10. What is topic-based authoring?

*Please note that none of the companies mentioned in this article are affiliated with Indeed.*

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Top Technical Writing Tools

There are a number of software tools a technical writer will use to develop for the customer. These tools assist in writing, editing, drawing, reviewing, and rewriting. A sample list of the tools available include:

* Google Docs
  + Google Docs is being used more and more to collaborate on documents through the mobile phone.
* Snagit
  + A screen capture and screen recording software that can be used for giving feedback, training, or just showing others how to do a task.
* Visio
  + Microsoft Visio is used to create design flowcharts, architectural diagrams, software product design, circuits, etc. The software is IEEE compliant and conforms with software industry standards such as UML (Unified Modeling Language) and BPMN (Business Process Model and Notation).
* Photoshop
  + A very popular image editing tool that creates and edits images for web pages, banner ads, and video graphics.
* MadCap Flare
  + MadCap Flare is used to streamline document creation and learning & development programs. One of the favorite topic-based authoring tools for technical writers.
* Adobe Framemaker
  + Used to generate structured documents with an XML framework that is 100% DITA compliant.
* Wordpress
  + This software is used to create technical documentation in blog form. Blogs written on Wordpress can be integrated into the company website.

Technical Writer Mistakes to Avoid

As a technical writer, it is essential to try to avoid these tech writing mistakes when creating technical documents. These mistakes include:

* Poorly defined topic
* Lengthy sentences and big words
* Scattered page layout
* Inadequate content
* Inconsistent tone