

Technical writing and communication

Imp. of communication

- Profession → Business. → Society
- Family.
- Inform others about your achievements
- Influence. → Express our feelings
- Bonding.
- etc.

7 C's of communication

→ clear. → Concise → Concrete
(give eg.)

→ Correct. → Coherent.

→ Complete. → Courteous.

Varieties of communication

- Written / Oral → one to one
- Oral → one to many.
- Visual
- Electronic
- Body gestures

Ex. of communication.

- Class lecture → oral + visual to one to many.
- Email to student → written + electronic one to one.
- conference papers → written & + one to many

Written communication.

→ Important values

→ Language

→ Technical

→ Simple English.

→ Theorems / proofs.

→ Examples.

→ Equations.

→ Figure.

→ Tables.

→ References.

→ Logical ←

→ Informative ←

→ Creative / Non tech.

→ Language

→ words

→ Verbal Images

→ Sound patterns.

Title
Author's name

Abstract

Key words:

→ Introduction

→ Method,

→ Number of tables and figures.

→ Conclusion

→ References.

Footnotes.

卷四十一

Oral communication

→ Technical

→ visual aids.

— Charts

→ Maps ↪

→ Posters

Handouts

→ Non tech.

→ Podium

~~Lesson 3~~ - Handwriting

National Curriculum

Homework

1000

20-1194081

and of course

• 2010 A.S.

~~49 total~~

Answer

Tech. communication A

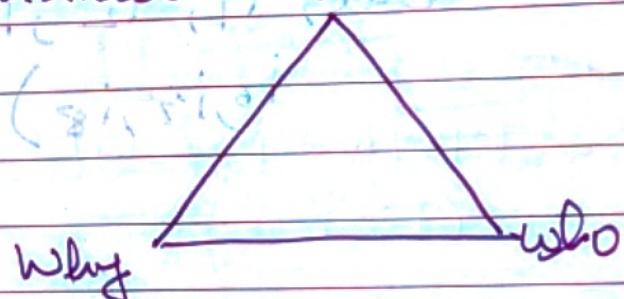
Why

what

who

CEP: Technical writing and communication skills:

Technical communication



- It's an art
- Supervised practice makes you better.
- Tech writing and presentation are for other persons not yourself.
- Tech writing and presentation is for some gain.
- Don't write about the topics you don't know about in thesis.
- No cheating.
- Be diplomatic (don't discuss drawbacks).

INCS

- Observe the time limit
- Dress neatly and cleanly
- Time manage topics
- Jokes/ anecdotes/Drama
 - Only if it conveys a message
 - Non offensive.
- Be enthusiastic, show enthusiasm.
- You are the speaker you are in command.
- Be polite and tactful.

A presentation

- Descriptive title
- Introduction
- Discussion
- Conclusion.

Technology power

- What
- Introduction
- Discussion
- Conclusion

August



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Date _____

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Focus

- Your work
- Your problem
- Your contribution



Polygrams

Non binary

Hetero
sexual

Bi
Sexual

Identify
yourself

Audio visual aids

- Keep it simple
- Less is more
- $1 \text{ projector} = 1000 \text{ courses}$
- Important Slide



Slide = cue card

Letters large enough.
Lines thick though.

Professionalism

- Read papers, attend forums
- Join professional society IEEE

Summary

Technical paper

- what

- why

- Guidelines, tips

- Audio visuals.

stage = case study

Importance of English

- Global
- Computer languages, etc.
- About 60% of internet.
- 70% of Businesses
- 50% of Universities
- 98% of Technical Literature

English language :-

- Different from Hindi, Gujarati, etc.
- Difficult to master
- Effort is needed.
- Practice is needed.

English :-

→ American → British English.

Words

- 1) Elevator → lift
- garbage → rubbish.
- vacation → holiday.
- truck → lorry
- swimsuit → jumpsuit.

Spelling

Aayush

classmate

Data
use

- our ending British English.
- our American English
- re is British and ex in American english.
- use British English size in american english

→ Ending

- Always write complete sentences in technical documents.

Sentence = Subject + predicate

→ must have a verb

Clauses :-

- A clause is a group of words that contains a subject and the verb that have a relationship.

Clauses vs phrases

Technical English

CLASSMATE

Date _____

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Sentence = subject + predicate.

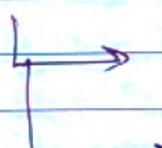
→ Predicate must be a verb.

→ First letter → capital.

→ End the full stop or period or
a ? or an exclamation mark.

Clauses: → Subject and a verb that
has a relationship.
→ Sentence must have
a clause.

Clauses



→ Simple sentence.

→ group of words
that contain
a subject
and a verb
and expresses

A complete
thought.

→ group of words that
contain a subject
and a verb
but
does not express
a complete thought.

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coordinating conjunction

for, and, nor, but, so, yet, or, etc.

Sentence → Simple ~~completes~~
 → One independent ~~completes~~ clause.

→ Compound: → A sentence made up of two or more independent clauses (or complete sentences), connected to one another using coordinating conjunctions.

→ Complex: → One or more dependent clauses joined by an independent clause.

Subordinating conjunctions

after	because	lest
although	before	now that
as	even if	provided
as if	even though	since
as long as	how	so that
as much as	if	than
as long as	in as much as	that
as though	in order that	though

until
unless
until
when.

Aayush Gupta

Relative pronouns: → which, that, who, whom.

→ In technical writing we prefer to use simple sentences.

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AayushWhat is research?

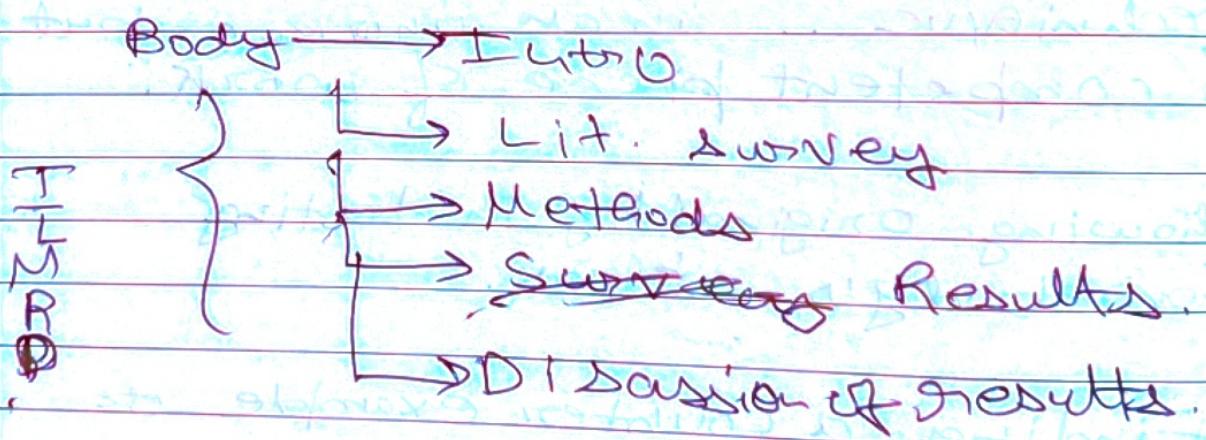
- Developing a new / original technique, observation, algorithm, theory.
- Continuing an original work done by others, esp. the supervisor.
- ~~Supervisor~~ Providing an original technique ... in an original but a competent piece of work.
- Showing originality in testing somebody's ideas.
- Finding a counter example or fallacy in somebody's ideas.
- Select a supervisor (Active & experienced)
- Select an area
- Select a problem.
- Write papers, submit progress reports, go to conferences.
- Write a thesis.

Thesis :-

- Thesis is the final document.
- Record of your achievements.
- Reviewed by supervisor and experts.

Follow guide lines of university

- Front matter
- Body → Intro
- Back matter



CW & C.

Thesis

- final document
- Record your achievements
- Reviewed by supervisor
- ~~Active~~ Archived in the university library / ShothGanga repository.

Sentences and clauses from Helen & Martin.

Research vs Project

Project report VS Thesis.

- We haven't → Record of your achievements.
- added anything
- focus (your work)

Follow the guidelines of the university
Why? = main theme.

Introduction,

Literature Survey.

Methods → 3 chapters

Results.

Discussion of results.

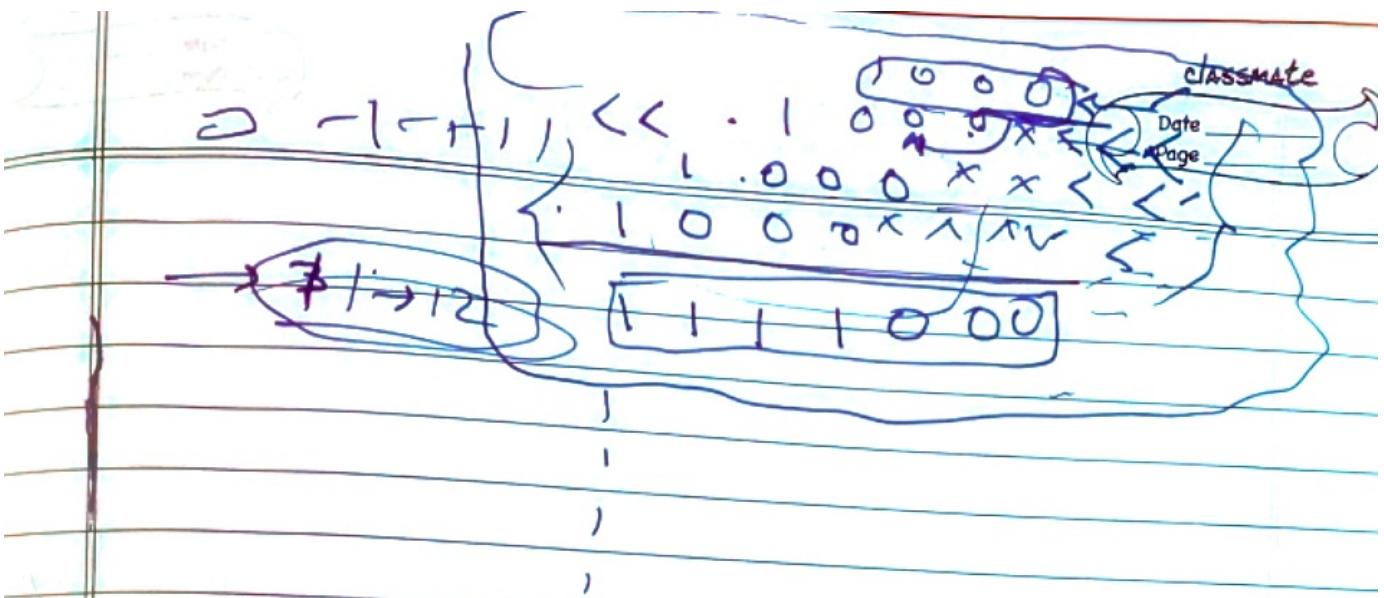
ILMRD

Intro → Why = main theme

→ Broad area of your problem (2-3 pages)

→ Your problem. (2 pages)

→ Current state of your problem.



→ Correct statement of the problem in global scenarios

- Approach taken
- Highlight '0's results
- Your cultural position.
- Organization of the thesis.

