PC512

Technical Writing and Communication Skills

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What to Review

- **All Technical Documents:**
    - Thesis, Papers, Reports, Memos, Minutes, Proposals, ...
- **All Presentation Materials:**
    - Slides, Posters

Reviews

- **Absolutely important for**

    – Correctness of Technical Writing and Presentations

    – Effectiveness of ...

    – Overall Quality of ...

    – Guiding your Juniors

    – Guiding your Friends

    – Guiding your Students

Need for Reviews

- **Constructive Criticism or Reviews --> Improvement**

- **Else --> Mediocrity or Poor Quality**

When

- **After**
  - Writing, Editing and Revising by you

- **Before**
  - Final Submission
  - Publication
  - Presentation
  - Distribution

Types of Reviews

- **Peer review (by colleagues)**

- **Editorial review (by colleagues, editors, guides)**

- **Technical review (by experts, guides)**

- **Managerial review (by supervisors, bosses)**

Basic Requirements for A Reviewer

- Fair

- Objective

- Unbiased

- Truthful

- Honest

- Constructive

- Helpful to Author

Peer Review

- When requested by a colleague or friend

- Start by praising all good aspects of a document / presentation

- Spend time on what the colleague asked you to look at

- Focus on helping the author to improve organization and content rather than mundane things like typos, ...

- Do not criticize. Make suggestions how to solve problems you find in the document/slides.

Editorial Review

- **Done for improving the Readability of documents/ slides**

- **Point out**

  – Lack of Clarity

  – Inappropriate material (for a given audience/readers)

  – Weak organization

  – Format inconsistencies

  – Paragraph structure

  – Weakness of Style

  – Grammatical errors, punctuation, spelling, ...

  –

Editorial Review

– Misuse of Units, Acronyms, Citations

– Errors in Numbering

● Pages, Sections, Figures, Tables, Equations

– Errors in References and sequence of references

Technical Review or Expert Review

- **For Improving the Accuracy or Correctness**

  - Is the problem addressed one that is technically important?

  - Does the document solve the problem it sets out to solve?

  - Are the methodology and general practice technically sound?

  - Does the research lead to other important questions?

Managerial Review

- **To ensure**

  - the documents / presentations reflect the objectives or policies of the organization

  - Appropriate style and language

  - Protection of organization's IPR and interests

  - Proper routing and approvals

Summary

- **Importance of a Review**

- **How to do a Review**

- **Various types of Reviews**