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HUM - 181

Technical English

Writing Part

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ACADEMIC WRITING:

Academic writing is a particular kind of writing that can be recognized by its style. It is mainly formal, impersonal and objective. Other distinctive features will depend upon the specific types of academic writing. These include essays, research reports and articles, case studies, surveys, dissertations, theses, and examination papers. In most of these the writer is expected to include references to other writing or research.

TECHNICAL WRITING:

Technical writing is characterized by its informative nature and is specifically designed to achieve technical objectives. It is a type of writing that is used in various fields, such as Business, Technology, Medicine, Science, Tourism, and Art. For example, a technical report.

FEATURE/ CHARACTERISTIC OF ACADEMIC WRITING:

It is important to understand the defining features of quality academic writing. All students and writers should aim for these attributes in their work in every piece they write.

1. It is focused, clear and logical.
2. It is convincing and interesting.
3. It is based on evidence.
4. It has specific range.
5. It is well organized.
6. It is well planned.
7. It is written by maintaining the accuracy of vocabulary.
8. It is complex, formal, impersonal, objective and explicit.

FEATURE/ CHARACTERISTIC OF TECHNICAL WRITING:

Technical writing is one of the many forms of writing. It has distinct characteristics that differentiate it from other forms of writing. Here are ten general characteristics of technical writing:

1. It relates to a technical subject
2. It has a specific purpose
3. It has a clear objective
4. It presents information, facts, and data
5. It is impersonal in tone
6. It is concise and to-the-point
7. It is directed towards a specific audience
8. It follows a particular style and format
9. It is meant to be archived for future reference
10. It acknowledges the contributions of others.

TYPE OF ACADEMIC WRITING:

There are some common types of academic writing. Some of them are:

Notes: A written record of the main points of a text or lecture for the student's personal use.

Report: A description of something a student has conducted, such as a survey.

Project: A piece of research, either individual or group work, with the topic chosen by the student(s), typically ranging from 5000 to 20,000 words in length.

Essay: The most common type of written work with a title given by the teacher.

Thesis: A lengthy piece of writing, typically over 20,000 words, completed by a student as part of a higher degree program or on a topic of their choosing.

Paper: A general term for any academic essay, report, presentation, or article.

QUES: "Writing is a recursive in nature" explain.

ANS: "Writing is a recursive process" means that it is a process that involves repeating steps over and over again.

To write effectively, one must first "Think" and use their imagination to come up with ideas. Then, they can "Imagine" and develop those ideas into a story or message.

Next, they must "Write" these ideas down, putting their thoughts and imagination into words on paper or a screen.

Finally, the goal is to "Preserve" the writing by revising, editing, and making sure it communicates the intended message clearly.

So, in short, the process of writing involves using imagination and thoughts to come up with ideas, putting those ideas into words, and then refining and preserving the writing to ensure it is clear and effective.

QUES: What are the activities of three stages of writing?

ANS: The three stages of writing are:

1. Pre-writing activities:

- Thinking and jotting down ideas
- Brainstorming to generate ideas

2. While stage activities:

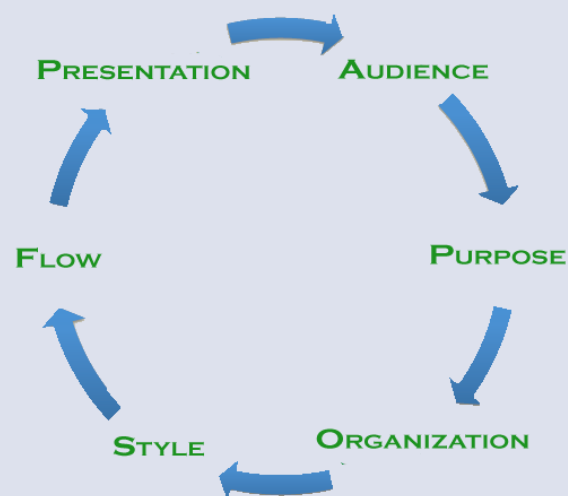
- Writing as much as possible
- Not correcting mistakes while writing
- Focusing solely on writing

3. Post-writing activities:

- Rereading, revising, and editing
- Incorporating self-review feedback, peer reviewer feedback, and subject expert opinions to produce the final draft.

QUES: What are the six potential extrinsic issues of writing?

ANS:



Potential extrinsic issues in writing:

1. **Audience:** Who the writing is meant for and how it will be received.
2. **Purpose:** The reason for writing and how it will guide the content.
3. **Style:** The tone, voice, and word choice used in the writing.
4. **Organization:** How ideas and information are arranged in the writing.
5. **Flow:** The smoothness of the writing and ease of understanding.
6. **Presentation:** The way the writing looks, including format and design.

QUES: Distinguish between assignment, project and thesis.

ANS:

Assignment	Project	Thesis
Assignments are usually assigned by a teacher or professor.	projects can be assigned by a company or organization, or can be proposed by a group or individual.	A thesis is typically assigned by an academic advisor or committee.
Assignments are usually simple in shape. Contain nearly 5000 words.	projects are more complex in shape. Containing 5000 to 20,000 words.	Theses are typically longer containing up to 20,000 words.
Assignments are often given at a lower level of education, such as high school or college	Projects are often given at a higher level of education or in a professional setting.	Theses are usually required at the graduate level and require independent research and analysis.

QUES: Write some difference between academic writing and technical writing.

ANS: Here are some key differences between academic writing and technical writing.

Features	Academic	Technical
Purpose	It is to present the results of one's knowledge, personal research, and to present one's point of view. Academic achievements purposes.	It is to teach someone how to use a specific product or service and it is instructional. Business and professional
audience	The audiences are completely different. The academic writing is to fellow scholars, and often, depending on the journal or publication, to the general public.	The technical writer is writing to the user of the product or the service, or to government inspectors who need to see how the company carries out certain tasks.
Teachability	The important variable here is teachability. If an academic writer who wants to become a technical writer is not teachable, especially coming from the academic and liberal arts world, he/she will not be a good technical writer.	

QUES: “In terms of length of the written works, within the maximum there is the minimum, and within the minimum is the maximum.”- explain.

ANS: Writing is a way of communication which is recursive in nature and demonstrates someone’s personality.

The term – “in terms of length of the written works, within the maximum there is the minimum, and within the minimum is the maximum” can be used in the case of writing. Take assignment for example. It must be completed between 5000 words.

But the first draft for an assignment consists of more than 5000 words. This first draft has the maximum size. All the words, sentence used here aren't necessary or well organized. It is maximum in quantity but low in quality.

The first draft is modified after revising it multiple times. In the revised draft the errors are rectified, unnecessary words and sentence are excluded the size of assignment gets minimized.

The final draft is made following the revised draft. It is the shortest in size and ensure the quality. So, basically in the minimum size we get the maximum quality.

QUES: " Technical writing is academic but academic writing is not always technical."- explain.

ANS: Technical writing presents information in a clear manner using specialized terms and has a specific audience base such as engineers, scientists or professionals.

Whereas academic writing is a broad term that focuses on academic audiences such as professors, researchers, students. It contains research papers, essays etc.

Academic writing might require some technical terminology often but it mainly tries to present argument, analyses, information on a topic.

Therefore, it can be said that technical writing is a specific type of academic writing that requires technical expertise, whereas academic writing can be technical or non-technical, depending on the subject and purpose of the writing

QUES: "Paragraph is the fundamental unit of writing" explain.

ANS: A paragraph is a group of sentences that work together to convey a single idea or topic. It's like a mini-essay within a larger piece of writing. A paragraph typically begins with a topic sentence that introduces the main idea, followed by supporting sentences that provide more detail or evidence. Think of a paragraph as a building block that helps organize your writing and makes it easier for readers to follow one's thoughts. Just as a brick is the fundamental unit of a wall, a paragraph is the fundamental unit of writing.

QUES: What are the Purposes of writing?

ANS: The purposes of writing can be personal, academic, or professional.

Personal writing is for self-expression, reflection, and communication with loved ones.

Academic writing is for demonstrating knowledge and critical thinking skills in an educational setting.

Professional writing is for achieving specific goals by conveying information in a clear and concise manner.

QUES: What are the four fundamental linguistic aspects of writing?

ANS: The four fundamental linguistic aspects of writing are:

1. **Grammar:** Rules for language usage, including sentence structure and parts of speech.
2. **Structure:** The organization of ideas in writing, using paragraphs, headings, and transitions.
3. **Vocabulary:** The words and phrases used to convey meaning and create a particular tone.
4. **Punctuation:** The use of marks to indicate sentence structure and clarify meaning.