



Q What makes writing technical?

Ans- LSRWGV → vocabulary
 grammar (this gives accuracy moving towards TW)

- (i) grammar
- (ii) choice of words
- (iii) construction of sentence (how to use)
 with proper passive with a purpose.

e.g. He writes a letter
 A letter is written (construction of sentence with proper passive)

Paragraph

Rather

English essay - Francis Bacon

(i) Impactful beginning.

(ii) compact middle.

(iii) Nice ending.

Hindi " - मारते दू

दरिद्रता

- Sentence should be coherent.
- There should be no change of para within paragraph writing.
- Thoughts should be well connected.
- Language for one domain is not fit for other domain.

(N/O) S + V + O

That is my pen.
Pronoun,

That pen is mine
Adj. Noun

- Technocrats should be very choosy, utilizing the meaning of that sentence.

Aphonistic style of Paragraph writing

Q - Which kind of language is best for professional communication?

The purpose of Tw is "making complex simple".

* Right to impress

* Right to express → attempt should be making complex simple

* There should always be

→ expressive impression, impressive expression.

→ word formation → makes sentence very simple
Anonyms / synonyms / homophones
(diff spelling same sound)

→ How many words are req to become a good communication
60-80 words.

word formation:-

Prefix + Root word + suffix

Infix → Man + plural = Men.

- | | |
|---|--|
| Impersonal | personal type |
| ↓ | used subjective language |
| → used objective language | |
| → provides restrictive freedom of choice of words | provides full freedom of choice of words |
| → technical framework of writing | simple framework of writing |
| → demands scientific attitude | demands non |

Essentials of T.W.-

(i) 7Cs of communication hSRW

(Principle given by Francis J Bergin)

7(8)

- (i) candid (frankness) (Truthful & straight forward)
- (ii) clear (easy to perceive)
- (iii) complete,
- (iv) ~~concise~~ concise (comm. should be brief)
- (v) CONCRETE (talk to the solid topic)
- (vi) corrections
- (vii) courteous.

Other essentials :-

Creates energetic environment

Two way comm.

Proper media of comm.

Encourage open comm.

Appropriate lang. & effective listening.

KISS formula → keep it simple & short.

Definition :- to describe anything i.e. to decode something

e.g. → defn of something like economy etc.

Challenges of definition :-

Definition :-

* To give very precise description of anything in precise manner.

e.g. Sociology is the science of society

Description :-

In description we give knowledge about science & society & then at we merge it.

- Rq. - describing of a process
- * Diagram: syllabus
- * Explanation: when we explain anything we have to take various examples related to it
- meaning doesn't lie in text it is in context
∴ contextual explanation is very good.

Technical communication

What makes a communication technical?

- (i) Technical comm.
- (ii) Simplicity
- (iii) clarity
- (iv) conciseness

L S R W
S1. S2.

Q- what makes a writing technical?

- choice of words & sentence & explanation.
- use of simple language to write.
- Adopt of synonyms & antonyms, antonyms

(ii) Sentence construction: less words more meaning.

& Simplify the sentence.

(iii) Paragraph writing pattern:

(iv) Organisation of data: - technological approach
(acc. to time base)

(gen. to particular) → Reductive (best method)
→ Inductive.

- vi) Data Representation :-
 Deductive → Inductive (i) most important
 vii) choice of language :- (ii) second important
 viii) Tonic Representation :- (iii) third important
 (vii) Impersonal Language :-
 Technical writing is about carrying the requirement
 of the user.
 Technical writing solve the problems of user &
 complete all the requirement.
 Technical writing
- ```

 └── Prewriting
 └── Freewriting
 └── Re-writing

```
- Only writing in some points.  
 form paragraph & sentences.  
 final editing of writing.

\* compounding → adding of two words.  
 e.g. swimming pool, tennis table.

### Prerequisites of TW :-

- Simplicity
- Clarity & Consciousness of presentation.
- Blending of artistic & technical writing, then the lang will be impactful.

### Reading, listening & expressive writing :-

Q What is listening?

- listening & hearing are two different ways
- Hearing is a natural process but listening requires attention & training

In hearing we can listen any sound but in listening we can listen any sound which of your importance you can only hear that

### (i) Partial listening → Types of listening in only parts

(ii) Selective listening → listening of parts which we want

(iii) Emphatic listening → things which we will want to listen

(iv) Sympathetic listening → It is not very good

by someone. In this we get cheated when we feel sympathy after listening someone. Then only sympathetic listening

(v) Anhaphthatic listening → Neither sympathetic nor anhaphthatic

(vi) Emphathetic listening → To see someone happy it is very thought to be happy & it is easy to become sad in someone's sadness.

(vii) Emphatic → You are not sympathetic

nor anhaphthatic you are only having some emotions of yourself

Emphathy means "putting your legs in other shoes."

In technology it means to change your personality with someone. & analyze

a his problem.  
her

(viii) Holistic listening → When you are able to concentrate your six organs at a time & hear all type of dinner i.e. holistic listening

eg → Newtons hear the inner sound when the apple is going down.

### Speaking

- Listening is mother of all speaking.
- It is a type of natural learning language.
- Reading / Writing is training based language

### To do list of precise (deductive method)

- (i) Need to reproduce the given thought content of paragraph in one thought.
- Identify & underline explanation, elaboration, data & their discussion.
- (ii) Make second reading & give title. ~~if it's~~ if it's asked or not related to given thought.

### Fast / Rough Draft (Writing)

→ Inside the rough draft need to represent the content of paragraph in one thought after removing all interruptions, all mistakes etc.

### words count

(iv) make single crossed on the rough draft

(vi) write the heading 'Find draft' & write in it according to the counting of words. It has to be based on one thought. and write in bracket at last (word count)

Write some important title related to it

## Unit-2 of Thesis

(i) Documentation of ideas, data is known as Thesis.

It has three parts

→ front matter of thesis

→ main body " "

→ Back matter " "

When we are not able to express our ideas then we use chart, graph, figures related to it.

(ii) Habit of logical questioning :-

e.g. - Plato who give the idea of workshop.

e.g. - if a painting is bad, who is responsible for this?

Ans - given by Aristotle if you laugh at me, laugh at the painter who paint me.

## Front Thesis

It is the documentary part of Thesis

(i) Title page :- name of author should be correct

→ year, name of university, name

of supervisor, name & address of university,

Date / year, University enrollment, name of person

which is writing Thesis, name of degree, the name

of department

e.g. → Feb. 01, 2020, 01/02/2020,

(ii) Declaration by the author :-

(iii) Certificate of your research work :-

#### (iv) Foreword :-

- (i) prefix of the thesis :- What motivated you to do the work.
- (ii) Abstract :- Concise representation of your thesis work in a definite amount of word.
- (iii) Acknowledgement :- Thanks to all the people from whom where you have got the support.
- (iv) Table of content :- Page no. must be correct in it. & guidelines must be carried.
- (v) List of Figures :-

#### Abstract

- Abstract is independent
- Abstract is methodical
- for details in abstract main body is not req. (word limit is there)
- It is considered as primary source
- It also give short main point by something.

#### Main body

- Summary :-
- Summary is dependent
- Summary has not specialized method of summary
- for details, main body is req.
- It is considered as secondary source
- It gives main point, something in short.
- deductive writing without word limited

- ↳ Characterisation - It must be inside the introduction.

- (i) Introduction :- Gives the date of the particular research on that date.
- (ii) Surveys, data, processing of data :-
- (iii) Conclusion & suggestions :-
- (iv) Scope of the research work in future :-

## \* End matter :-

\* We write referencing in this. (Printed Referencing)

e.g. Singh, S.N (2013) formal letter.

\* If it is edited by someone

Singh, S.N (2013), formal letter, F.d.(a) A.K Rai  
et.al. OUP. New Delhi (print)

written in italic.  
P-p: 8-12 (page no.)

\* ~~We~~ we have to write the source from where we got the book.

## Online Referencing (Pdf)

e.g. <http://www.sonofsoil.business.site/> | .pdf | ed.  
@gmail | pdf. Browsed as on Feb. 06, 2020  
(web)

\* Name of website must be mentioned.

→ In endmatter bibliography is there (?)

→ Bibliography \* Bibliography is list of work consulted while referencing is list of work cited.

→ Appendices ..

→ List of symbols

→ List of works consulted

→ References (mention above).

## Paper element :-

- front matter of paper.
- main body of paper.
- end matter of paper.

## Thesis-order :-

- (i) Title page
- (ii) certificate of your research work, university
- (iii) Acknowledgement
- (iv) Prefix
- (v) Illustration
- (vi) chapterisation
- (vii) Appendices
- (viii) References
- (ix) Bibliography.

## Paper element order :-

Time

Name

Abstract

Keywords of the title page of manuscript

List of symbols

## Paper section :-

Appendices

Acknowledgement

References

Headings

Figures

Bibliography.

## Paper elements

### Front matter :-

- (i) Title page → name of author (same as thesis element)
- (ii) Acknowledgement →
- (iii) Indexing terms & keywords →
- (iv) Abstract :- Abstract encapsulates the content of paper with length limit prescribed by the journals. which can be reproduced
- (v) Project grant :-
- (vi) Dedication :-
- (vii) Table of content :-
- (viii) List of symbols :-

### Main body :-

- (i) section & sub-section
- (ii) heading & sub-heading
- (iii) figures with caption & numbering
- (iv) table with heading & numbering.

### End-Matter :-

- (i) figures with caption & numbering
- (ii) Appendix
- (iii) Acknowledgement
- (iv) References (in a separated section).
- (v) Dedication
- (vi) Author's biography with photograph.

## order of Paper element :-

- Title
- Name of author
- Abstract
- keywords on the title page
- List of symbols
- Paper section
- Appendices
- Acknowledgement
- References
- Table with heading
- Figures with number
- Bibliography (list of work consulted)