

## Definition

Specialized structure form of writing that represents filtration of thoughts, ideas and concepts.

A specialized structure form of writing that presents technical information to readers according to situation and requirements.

OR

The expression means according to the social requirements enhance the English writing in technical way.

Technical writing is direct, informative, clear, and concise language written specifically for an identified audience. The content must be accurate and complete with no exaggerations. To deliver the intended message, the text must be objective and persuasive without being argumentative. Developing technical documents that meet these requirements and standard guidelines is time consuming. This section provides an overview of those standards and a process for create interesting, informative text.

## Types of Writing

<b>Creative Writing</b>	Poems,Plays,stories	connotative and expressive  words, Fictional characters,  imagery and Plots
<b>Expressive Writing</b>	Narrative, descriptions	Subjective, based on personal  Experience
<b>Expository Writing</b>	Comparison/contrast  Analysis, cause/effect  Argumentative, persuasive	Objective,connotative and  Denotative words
<b>Journalism</b>	News Stories, features  Editorials	written from factual  Observation, short sentences

<b>Technical Writing</b>	Memos, Reports, letters	Objective, written about
	Instruction, resume	Products and services
	Webpages	Short sentences and
		Paragraph

## **Importance of Technical Writing**

Technical communication is very important for practical applications of science. In engineering sectors, students need to master writing skills in order to give expression to their findings, research and applications. The primary training and interests of engineering students lie in technical areas. Most of the engineering students successfully pursue their technical subjects but without extra writing courses.

### **Business**

In the sector of engineering, the technical communication in written must be acknowledged the worth of any product. The accurate form of writing with clear contexts makes the projects and presentation more efficient. Technical Writing gives you sense that how to tackle the mentality of your client for sufficient benefits.

### **Time**

The technical writing also saves time to the readers. The accurate and exact wording plays a vital role to make an impression on the client's mind. Technical terms in writing are also feasible instead of wide knowledge of explanation which can be bored to the readers.

### **Money**

The **technical writing saves your money** in the realm of assistance. Mostly companies relies on the correspondence, composer for the making the writing material more clear. So in this sense if you make your own technical work then extra expenditures saved smoothly.

## **Interpersonal Communication**

The strong impact in writing also built a wide image on client's mind. The interpersonal communication also indicates one's expertise in decent manner and one's can easily set his/her interest with the feasibility of client.

## **Technical Writing Components**

### **Grammar**

Grammar is important in essays. It might be **more important in technical writing**. Whereas errors often can hide in longer essays, those same errors loom large in one page memos or letters. In a survey (Gerson) of over 700 technical writers (coast to coast) asked to list important aspects of correspondence, 98% ranked correct grammar as an essential component of successful writing. Grammar is not merely the concern of English teachers. Professional writers and business people perceive it as essential.

### **Organization**

Essays employ topic sentences, transition between and within paragraphs, and a thesis statement. Technical writing usually does not. In a memo, letter, or report, the thesis would be replaced by a subject line. The different aspects of organization help distinguish technical writing from essays. Since paragraphs are shorter in technical writing (often between one to three sentences) than in many essays, topic sentences are less important. Transitional words and phrases in an essay can be replaced by an enumerated list, by a list of bullets (!#\$%, etc.), and/or by headings and subheadings.

## Style

Of greater importance is the different style (word usage, sentence structure, and paragraph length) used in essays versus technical writing. Essays rely on longer, more connotative words; longer, more complex syntax; longer, more detailed paragraphs. **Technical writing**, in contrast, **demands short, denotative words; short, simple sentences; short paragraphs with information clarified through graphics (pie charts, line graphs, etc.).** It has everything to do with audience and purpose. The reader of technical writing does not have time, nor necessarily an interest in the subject matter. Envision this scenario. It is the night before Christmas, your children are asleep, and you are trying to put together a Christmas present—a doll house, a train set, etc.

To assemble this present, you are sitting on the floor (you have been sitting there for two hours, as your aching back attests). You are trying to read the complicated instructions which accompanied the toy (those instructions are a type of technical writing). You do not enjoy the activity. In fact, you just want to end the task and go to sleep. That is a typical technical writing situation. The same holds true when you read an instruction to install software, build a cabinet, lay tile, or any other task. People do not read technical writing, such as instructions, for pleasure. The writing is a means to an end. Thus, to help people accomplish the task as quickly and as efficiently as possible, the writing style should be concise—short words, short sentences, and short paragraphs.

## Document Design

Document design refers to the physical layout of the correspondence. Essays consist of words, words, and more words, separated by indentations to create paragraphs. **Technical writing**, in contrast, **uses highlighting techniques and graphics for visual appeal to help the reader access and understand the data.**