

LECTURE NO. 1

INTRODUCTION

Man is a social animal and every individual needs to interact with each other. It is an integral part of man's life. The word 'communicate' is derived from the Latin word 'communicare' which means 'to share'. Communication is simply the act of transferring information from one place/person or group to another. It is the process of sharing or exchanging information or ideas between two or more person or entities.

If we look around us, we find people communicating with one another or involved in day-to-day conversations, calls, e-mails, writing letters, sending SMS's, chatting, presentations and so on.

Social interaction, which is the basic need of man, is impossible without communication. So, how do we interact and who do we share in communication?

We share 'information' or 'something to be made known' to others in whatever way we like or whichever way the situation demands.

Thus, 'information' is the key word in any kind of communication situation. Communication, in fact, ~~transmits~~ transmits information not only about tangible facts and determinable ideas and opinions but also about emotions.

Sydney Harris rightly says 'The two words information and communication are often used interchangeably, but they signify quite different things. Information

is giving out; communication is getting through".

Why do we need to communicate?

- 1) Modern organizations have grown in size, employing a workforce of diverse cultural and religious backgrounds. So a common official language should be used.
- 2) It is required to communicate easily in groups as for engineers, most of the project activities are in groups.
- 3) Communication skills are required to gather information and analyse it. For ex:- A computer engineer, being an analyst for software development, has needs to have pure command over the subject as well as be an adequate communicator so as to be informed others in an effective manner.
- 4) CS are very important to crack interviews. If you want to get a good job, learn to tell that you are fit and capable for it. For promotion, impress your boss with your effective communication.
- 5) CS are very important to develop confidence to speak in front of large crowd.
- 6) Business world is full of presentations so CS helps to explain the presentations. It gives confidence to encounter the question asked during the presentations.
- 7) Engineers have urge to sell their ideas, the inventions, their progress to various companies, authorities and to get it copyrighted.
- 8) Earning respect in society - creates good image in the society.
- 9) Good job opportunities - deal with global client.

Technical Communication LECTURE NO.: 02

What is technical communication?

- It is an umbrella term for any sort of professional communication.
- It is vital for the survival of modern society.
- Prescription written in shabby manner by a doctor can lead to disastrous situation for patients especially if the pharmacists start guessing the name of a medicine.
- Technical communication is the process of making and sharing information and ideas in the workplace, and a set of application written in the form of documents.
 - For example - (a) the brief exchange of information on your project with your co-worker.
 - (b) the text messages you exchange with your suppliers and vendors.
 - (c) the phone calls with your project associates.
- Textbooks, research papers, computer-based training videos, procedures, manuals, websites, owner's manual - are all technical communication.

Then what technical communication is not?

- (1) Technical communication is not literature; it is neither prose which resounds the fictional tales of characters nor poetry.
- (2) Technical communication is neither an expressive essay narrating an occurrence, nor an expository essay analyzing a topic.

(3) Technical communication is not journalism meant for reporting the news.

(4) TC does not focus on poetic images, describe personal experiences, etc report who won the basketball game.

• Technical communication involves the delivery of clear, consistent, and factual information - often stemming from complex concepts - for safe and efficient use and effective comprehension by users.

It is a user-centered approach for providing the right information, in the right way, at the right time; so that the user's life is more productive.

• It is the communication that conveys complex information in an easy-to-understand manner, often to inexperienced users, on topics such as:

- ↳ repairing a copy machine
- ↳ selecting a home computer
- ↳ operating a digital camera
- ↳ creating handmade ceramics
- ↳ assembling a kite

Forms of Technical Communication

Written

Oral

- * Face-to-face
- * Telephone Talk
- * Meetings
- * Seminars
- * Conferences
- * Suggestion
- * Instructions
- * Presentations
- * Group discussions
- * Video conferences
- * Interview

- * Memos
- * Letters
- * E-mails
- * faxes
- * Circulars
- * Newsletters
- * Reports
- * Proposals
- * Research papers
- * Bulletins
- * Brochures
- * Manuals
- * In-house Journals

Features of Technical Communication

Writing for audience — Technical communication must be appropriate for its intended audience. This audience can be general audience (non-technical), business people (semi-technical), or a specialized group of engineers and scientists (technical).

One should analyse who is the audience? What is their background? What do they need?

A technical writer must generate document (memo, agenda, circular, etc.) to address the needs of specific readers.

Use of objective language — Technical communication is expressed in a plain, objective language and it uses terminology that the audience understands. A good technical document does not prompt emotional, unusual or unreasonable interpretations of the subject.

Using the correct format —

A technical document has presentation style that enables readers to assimilate information at a glance. Good writers make the format of the technical document easy to scan.

For example:-

- Reports or documents, e.g. lab report
- Record-keeping forms, e.g. service report
- Instructions, e.g. technical manual
- Correspondence, e.g. letters, memos, e-mails
- Presentation, e.g. marketing calls, interviews

Using an appropriate style -

Writing style depends on the audience, purpose and format. A technical document can contain many technical terms which may be jargon for others so a writer needs to include definition and explanation for the difficult terms.

↳ The people/audience prefer writer to come straight to the point and use the words that are functional, exact and clear.

↳ They prefer paragraphs that are short, with each paragraph focussing on one idea.

↳ Also headings and subheadings with numbered graphics, tables and examples that illustrate the details of the subject are preferred.

• Use of visual aids - In technical documents, visual aids are added to explain experiments or projects. Manuals and instructions also carry detailed illustrations to explain the machinery parts and their working.

Feasibility reports include maps of site, and information reports include graphs and tables containing information.

Distinction Between General and Technical Communication

The fundamental differences between Technical and General communication:

	Technical Comm.	General Communication
• Document type	All professional, scientific and specialist documents, drafts, reports, letters, paper, thesis	Literary (poetry, prose, newspaper, magazine) and other types of writing
• Style	Familiar, simple, clear and precise, and of everlasting value	Poetic, rhetorical or elegant and carries stamp of individuality
• Skills	Acquired through practice	Creative and innovative with an inborn talent
• Format	Strict and well defined so that the reader can understand the organization of document	No set pattern and predefined organization
• Language	Simple, straightforward, objective, rational and scientific	Elegant or creative, can be poetic, literary or generic
• Words	Technical words and their explanation	Descriptive and literary composition
• Content	It is preplanned on the basis of information collected	Spontaneous and written on-the-spot of the moment
• Profession	Pertains to professions	Relates to society in general
• Function	Instructs, informs and persuades	Amuses, inspires and educates
• Diction	It is simple and effective	May use complex and long sentences, but the meaning will be clear.

MODULE I: FUNDAMENTALS OF TECHNICAL COMMUNICATION

TECHNICAL COMMUNICATION (KAS301)

LECTURE NO. 302

LANGUAGE AS A TOOL OF COMMUNICATION

The effective communication is made possible with the help of language. Language employs a combination of words to communicate ideas in a meaningful way.

By changing the word order in a sentence, you can change its meaning, and even make it meaningless.

Language is created by people. It does not exist in isolation or outside the minds of the people. It is created by people as they need it. Humans attach meaning to words as they need to and modify these meanings according to changing needs.

Characteristics of language

According to the ideas put forward by eminent linguists, such as Noam Chomsky and Ferdinand de Saussure, language:

(i) Language is Arbitrary

- Not based on evidence.
- No direct relationship between the word and the object.
- Example: A piece of furniture supported with four legs and wooden plans used for keeping things - is Table.

(ii) Language is Creative

words added by different processes

- Borrowing: alcoholic - arabian, boss - Dutch.
- Constructing portmanteau words - combining sound and meaning of & different words like etiquette, entertainment.
- back formation - noun is reduced to verb - opt from option, emot from emotion

(iii) language is words Meanings change over a period of time:

<u>word</u>	<u>Previous meaning</u>	<u>Current meaning</u>
Egregious	Outstandingly good	Outstandingly bad
maverick	Unbranded cattle	An outsider, admirable for, unorthodox way

(iv) language is repetitive

- Repetition may either improve or impede effective communication Example:
'A couple of girls are riding their bicycles'. Signifying
cating of more than one person.
 - ↳ plural nouns: girls and bicycles
 - ↳ agreement of the verbs: are riding
 - ↳ words like couple and their
- Excessive and unnecessary repetition may lead to verbosity and wordiness without contributing to the meaning. Example
'All of you meet together to see me in the afternoon at 3 pm'

Here you are using an excessive number of words for no purpose. Even if you leave out 'all of you' and 'afternoon', no confusion would arise. If redundancy occurs, dispense with the words that are unnecessary.

(v) language is restricted (short of words)

- When we think and translate our thoughts into language some meaning is lost in the process. We sometimes cannot find the right word to express our feelings. This is because language is restricted. It has limitations.
- Language is only a sketch of the apparent and obvious. While communicating, we must keep it things in mind
 - (1) Avoid mistaking a changed reality for an unaltered one because of the unchanged language.
 - (2) We need to use the language as accurately as possible.

(V) Language is Recursive

- Recursiveness is the characteristic of language which enables you to generate any number of sentences using the same basic grammatical template.

- It implies that there is no limit to the potential length of a sentence. Example:

(1) this man who is wearing a crumpled suit, which he borrowed from me to wear to his interview, which was on Wednesday, which was the day it was raining

" "

(2) "He can take a letter from you to her and then one from her to you and then one, from you to her and then one from her to you --

If you use your imagination, you can see that these sentences can continue to any length. This is because of the recursive ~~to~~ characteristic of the language that enables you to keep repeating the relative clause pattern.

(dees, stationary, grocery)

(vi) Language is Abstract (deas, stationary, grocery)

- Represents generalized ideas of things and thoughts
- Its useful - makes all generalization possible.

Example: the various meanings of the word "nice"

↳ pleasant, enjoyable or attractive

↳ kind, friendly

↳ bad or unpleasant (in Latin root word ~~e~~ne- scire) (ironic)

↳ involving a very small detail or difference (for most)

(vii) Language is Artificial

- Doesn't exist in isolation

- Created by humans as they realized the need to convey their ideas, wants

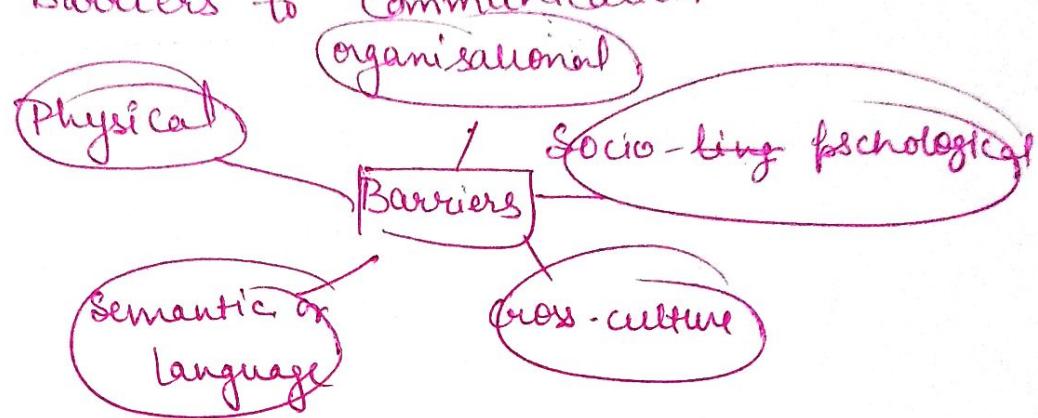
- Language is open to modification - changes are incorporated with changing needs. Example

'AIDS' word did not exist until people were infected with this contagious disease.

Barriers to Communication LECTURE NO. 8 OF

Anything that disrupts or acts as hurdle in the process of communication is called a barrier to communication.

Communication barriers arise during the communication process and may confuse the listener, or reader. Create misunderstanding and confusion, and may sometimes lead to communication breakdown.

Types of Barriers to Communication(1) Physical Barrier

- Noise (bad handwriting/typing, late arrival of employees etc)
- Defects in communication system
- Time and distance
- Wrong selection of medium
- Temperature and humidity

Ways to overcome them

- Ensure all communication medium are in working condition.
- Ensure less noise during conduct of meeting.
- Overcome physical distractions.
- Use multiple channels to communicate messages
- Self-motivation
- to be updated with latest technologies

(2) Semantic or Language Barriers

- Misinterpretation of words
- Difference in language
- Use of jargons
- By-passed instructions
- Inadequate vocabulary
- No clarity of speech

Ways to overcome these barriers

- Usage of concrete and specific language.
- Use of jargons should be avoided.
- Keeping receivers in mind, use simple and short sentences.
- Pay attention to pronunciation and accent.
- Reduce number of messages by thinking twice before sending one.
- Ask for clarification.
- Frequently check for understanding.

(3) Cross-cultural Barriers

- Diversified cultural background
- Language and Accent
- Behavior and Nature
- Religion

Ways to overcome

- Have a thorough knowledge of your counterpart's culture background.
- Conduct effective communication workshop.
- Work in groups and run frequent meeting.
- Cross-culture environment; management should facilitate learning about other cultures.

(4) Socio-psychological barriers

- Difference in perception
- Emotional State
- Closed-mindedness
- Lack of trust
- Inattentiveness
- Poor retention power
- Fear and status consciousness
- Filtering and distortion of message
- Overloading of information

ways to overcome this barrier

- Convey oral messages directly and not through intermediaries or answering machine.
- Deliver message rationally or analytically keeping personal emotions and bias at bay.
- Avoid making demand on a receiver who doesn't have time to pay careful attention to your message
- Be aware of your own state of mind / emotion/attitude.

(5) Organizational barriers

- Fear and status
- One-sided (Authoritarian attitude)
- Time and distance
- Lack of communication policy
- Too many levels in organizational structure
- Insufficient communication training

ways to Overcome this type of barrier

- Empathetic listening
- Employee orientation
- Improving interpersonal relations.
- ^{Take} ~~Use~~ feedback well properly
- Use proper channel for communication

Gender barriers

This barrier arises because men and women have different ways of thinking and communication. Social stereotypes, assumed gender roles, and interpersonal differences can contribute to a communication gap between the sexes.

- Relationships, respect, workplace authority and education are common ways men and women are pitted against each other.
- Overcoming barriers in gender communication isn't simple but can be made clear with a little patience and understanding.
Reasons
 - Fear and shyness
 - Environment
 - Misunderstanding
 - Decision-making process

Ways to Overcome This Barrier

- Bridge the gap between two sexes, which requires the great deal of patience and understanding.

Emotional Barriers

- The emotional state may influence your capacity to make yourself understood and hamper your understanding of others.
- Many times, emotional barriers on your part or the part of the person you are speaking with may inhibit your ability to communicate on an affective level.

Reasons

- Fear / insecurity
- Mis trust
- Stress

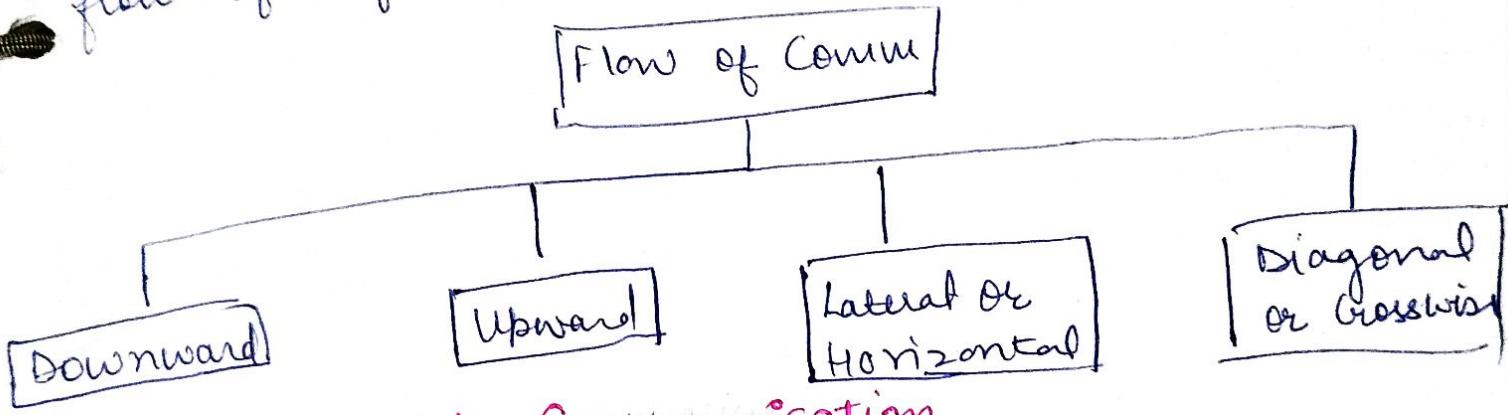
ways to overcome

- Motivation and commitment to change
- Peer or mentor support.
- Practice expressing recognition.

Flow of Communication

LECTURE NO.: 02
TECHNICAL COMMUNICATION (KASSO)

According to the hierarchy, department or position of sender and receiver, we can classify the ways of communication which are known as 'flows of communication'. The different levels in the structure of an organisation have to communicate with each other in a systematic manner to avoid confusion, misunderstanding or chaos. No organisation can survive without a network which maintaining the flow of information.



(1) Downward Communication

It refers to the communication from the higher level to the lower level in a managerial hierarchy when the managers inform, instruct, advise, or request their subordinates, the communication flows in a downward pattern.

A communication from general manager of a company to the branch manager.

It includes annual, confidential reports, performance appraisals, notices, projects, feedback or announcement of company's policies.

It can take any form - memos, notices, face-to-face interactions, or telephone conversations.

(d) Upward Communication

It is the process of communicating from the lower levels to the upper levels. When subordinates send reports to inform their superiors, or to present their findings and recommendations, the communication flows upward. It helps employees to express their requirements, ideas and feelings.

For the top management, it becomes an important source of information for business decisions. It is also used as a part of whistle blowing, in many large organisations.

However, it must be noted that this flow of communication needs constant encouragement and motivation as subordinates, usually, are hesitant in opening up in front of their superiors.

3) Lateral or Horizontal Communication

It takes place between professional peer groups or people working on the same level of hierarchy. It is less formal and structured than both downward and upward communication. The main objective of horizontal communication are developing network, and promoting group coordination within an organisation. It can be carried out through informal discussions, management gossip, telephone calls, teleconferencing, video conferencing, memos etc.

4) Diagonal Communication

It is the product of modern changes in information technology and management and the result of growing realisation of fraternity and equality in the corporate sector. It flows in all directions.

MODULE I: FUNDAMENTALS OF TECHNICAL COMMUNICATION

TECHNICAL COMMUNICATION (CRAS 301)

LECTURE NO.: 03

Dimensions of Communication: Reading & Comprehension

Reading comprehension is a test of the reader's ability to read and understand unfamiliar materials and to respond appropriately to the things discussed in a text. Reading needs knowledge, application and judgement.

The ability of reader to read between the lines is the most appropriate single statement to visualize comprehension.

For qualitative comprehension, the following points must be kept in mind:

- (1) Associating experience with meaning
- (2) Reacting to sensory images
- (3) Interpreting the connotations and denotations
- (4) Realizing the role of context in understanding
- (5) Developing the ability to identify the main theme
- (6) sharpening the ability to anticipate while reading and connect with what precedes.

Reasons for Poor Comprehension

- Inability to comprehend a word
- Inability to comprehend a sentence
- Inability to grasp the meaning of the passage
- Reader's inattentiveness
- Physical or mental ability to understand
- Inability to understand the information in an organized way
- Lack of interest or concentration
- Situational problems.

Improving reading comprehension skill

- ⇒ The reader should read a variety of materials.
- ⇒ The reader should read a fairly long portion of the material. He/She should try to read an entire section or chapter.
- ⇒ The reader should mark unknown or unfamiliar words as he reads.
- ⇒ After reading the reader should recall as much of the information as possible.
- ⇒ The reader should check the accuracy and completeness of his/her recollections.
- ⇒ The reader should consider how interesting the subject matter is and how much he/she already knows about it.
- ⇒ The reader should follow scientific procedure. He/she should try to look for the ^{topic}sentence that will enable him to understand the entire written material.
- ⇒ The reader should make sincere efforts in understanding the important parts of the written material. It will help him to interpret the message and grasp the meaning more clearly and easily.

By improving reading comprehension skills, the reader can improve his professional performance. The readers who have effective reading skills are better performer and efficient reader.

Technical Writing : Sentences, Paragraph

In the present scenario, effective communication technique is said to be the basic requirement for success in every field. It can be oral as well as written communication. In business, written form is preferred because it is permanent and can be retained for a longer period of time as legal record and can be used in future.

Everyone usually first think and then write but thinking and writing should go hand in hand and it requires practice for effective writing. So let us learn to aspects of writing: no writing effective sentences and paragraphs

Sentences

The ability to write effective sentences is essential for success in technical communication because writing anything primarily involves writing sentences. Inappropriate, sloppy, loose, and awkward sentences can never make effective writing.

What is a sentence?

A sentence is a group of words that give a complete meaning. A sentence consists of 2 parts; the subject and the predicate. Example

"I like English Movies"

↓ ↓
Subject Predicate

The subject refers to the deer or the main part of the sentence that introduces the deer of the action. It could be a noun or pronoun that interacts with the verb. It may consist of one or more than one word. Example:

"People travelling long distances frequently have to decide whether they would ^{subject} go by land, sea or air."

↓
Predicate

The sentences can be descriptive, narrative, expository, or argumentative depending on the purpose of communication.

Effective sentence structures

Faulty or inappropriate sentence structure will confuse readers and communication will not be effective. (S)

(i) Choose Appropriate Sentence Patterns

- any structure that suits the message may be used but the structure used should present the ideas in a concrete and specific way (S)
- Abstract sentences should be avoided
- Two sentences should not be used connected using a comma

(ii) Avoid Awkward sentence structure:

- Avoid using wrong word order, confusing phrases, and dangling clauses or modifiers. (S)
- All written matter should be carefully edited for these sentence structure errors. Example:

Awkward: "Gold and Silver are malleable metals among the best"

Improved: "Gold and Silver are among the best malleable metals."

(iii) Avoid Sentence Fragments:

- A fragmented sentence does not convey the complete meaning and can be quite confusing for the reader
- Fragments generally begin with linking words such as since, although, because, as and so on. These linking words are used to introduce dependent clauses and cannot be used to introduce independent clauses.

Example:

Fragments: "A covalent bond is the force of attraction which arises due to the mutual sharing of electrons between the two atoms."

Improved: "A covalent bond is the force of attraction that arises due to the mutual sharing of electrons between the two atoms."

(ii) Fragments: Since the bonding here is by electron sharing and not by electron attraction, the number of atoms in covalent molecules is not indefinitely large.

Improved: Since the bonding here is by electron sharing and not by electron attraction, the number of atoms in covalent molecules is not indefinitely large.

(iv) Avoid fused sentences:

- Overemphasising on expressing a complete thought in a sentence should be avoided.
- More than one sentence may be used to express a single thought if it makes the point clearer.
- However, two independent clauses may be joined into one sentence by using appropriate connectors.

Example

Fused: "We want to equip our corporate office with modern facilities, we would like to buy ~~any~~ this product"

Improved: "We want to equip our corporate office with modern facilities, and we would like to buy this product."

Sentence Coherence

(i) Use of connectives

In order to achieve coherence, technical writers and speakers use several linking devices or connectives — overt and covert (overt are indirect and implicit), including techniques such as repetition of the key word, the use of articles, synonyms, or pronomial forms (he/she/it they etc.)

Overt devices are direct and explicit, and are used for technical communication to indicate the logical progression of ideas in oral discourse or writing.

Example:

(1) If the object is moved closer to the primary focal plane, the image will be formed farther away from the secondary focal plane, and will be larger.

(2) Land pollution is due to solid wastes

(3) Asbestosis is caused by asbestos, which is used in making ceilings

Let us discuss some connectives according to their function.

Connectives

Before, prior to, previously, the very moment, on that occasion etc.

function

Indicating time relation

If, in case, no matter, on condition that, unless, whichever, under any circumstances

Expressing condition

as, since, because, due to, caused by, hence, thus, about, owing to

Expressing cause

as a result, as a consequence, result in, cause

Expressing result

except, though, although, notwithstanding

Expression of concession

as, like, as if, as though

Expression of comparison

Length of sentence

Although there has been no hard and fast rule about the length of sentences in technical writing, there has been an increasing emphasis on writing 'short sentences' as they are more readable.

Use of all Types of sentences

All types of sentences should be used (simple, complex, Compound, and compound-complex. (table)

Adjust Sentence lengths to Your Readers

A writer should anticipate his/her readers, their needs, and their level of language competence to create a message in a style that suits them. Sentence lengths need to be adjusted according to the readers, who may

vary from young students to seasoned professionals.

(iii) Adjust Sentence Lengths to Your Subject Matter

Simple ideas may be expressed in short sentences whereas expressing complex or sophisticated ideas may require comparatively longer sentences. Shorter sentence may be used in letters, memos, e-mails to convey simple ideas. Longer sentences may be used in technical reports, proposals or articles because they may contain complex scientific and technical information.

(iv) Adjust Sentence Lengths to the Demands of Style

If the style demands presentation of related details, long sentences may be used. However, short sentences may be preferred if the style of writing demands small divisions of thoughts.

Sentence Emphasis -

Sentence emphasis refers to idiomatic stress in writing. It is essential to know how to place important words in the emphatic positions in a sentence in order to make your sentences effective.

(1) Placing the Sentence Theme:

Every sentence has a theme or main idea and has to be placed correctly in the sentence to have proper emphasis. If the main idea is not put in an important position in a sentence, the sentence may lack emphasis, which may ~~cause~~ confusion to the reader.
Example:

(1) The water pollution is caused by acid rain.

(2) Iodine deficiency accounts for the largest number of mental retardation cases in India.

(ii) Parallel Construction

It is an important technique of sentence emphasis, which refers to the repetition of structure in a sentence. It improves readability of a sentence and should be maintained throughout the sentence.

Example

- (1) The salary, perks, and posting of the job are excellent.
- (2) She is interested in the offer because of the good salary, reasonable prerequisites, and comfortable posting.
(single word)
- (3) She is interested in the offer because the salary is good, the perks are reasonable, and the posting is comfortable.
(phrases)

Correct Subordination

The principle idea should be placed in the main clause, while the subordinate ideas may be put in dependent clauses.

Example

- (1) The chairman used his authority when he controlled the misuse of company funds by the officials.

Using his authority, the chairman controlled the misuse of company funds by the officials.

Paragraph writing

Paragraph is a pieces of writing in which one idea or thought is developed. A paragraph may be short or long depending on the idea. Sometimes examples and other details may be given to develop the idea.

Principles of Paragraph Writing

- (1) It is essential to develop the ability to write effectively as all longer pieces of technical composition contain a series of related paragraphs. As the writing needs to be purposeful, precise and reader-oriented, it is important to compose paragraphs that are clear, cohesive, concise and result-oriented.
- (2) Paragraph writing involves considerable writing skills integrating both composing and organising skills. One sentence should lead to the next and there should be a continuous, logical progression of thought. In order to write an effective paragraph, a careful writing plan should be adopted to ensure proper length, unity, coherence, logical development and organisation of ideas.
- (3) Proper length: Effective paragraphs vary length. Paragraph length should be adjusted according to the needs and requirements of the readers, subject matter, writing, style, variety and emphasis.
- (4) Unity: Unity should be maintained within a paragraph. Only one idea should be developed and every sentence in the paragraph should be used to support and expand that idea. Variations or useless digressions should be avoided.
- (5) Coherence: Coherence shows the logical relationship between the elements and the construction. While unity is concerned with singleness, coherence is concerned with relatedness; this is how the sentences in a paragraph are connected.

may or ...

(6) Topic sentence → It expresses the main idea of the paragraph and the remaining sentences support it. Topic sentence served as a headline and other sentences supply the story. Mostly found in the beginning or end of the paragraph; sometimes in middle of the paragraph

Technical StyleDefinition:

Style in technical communication is the way one speaks or writes to convey technical information.

- Style in Technical Communication depends on the audience, the communicative content, and the purpose of communication.

- Style is formal in a technical report or professional presentation and informal as a personal letter or casual conversation.

Types and Methods

There are various styles of writing. It depends on upon the author how to present his ideas, feelings and attitudes to the problems he has undertaken to explore.

(1) Narrative writing → In this, a situation, event or a person is presented with the element of drama and surprise in it.

For example, biographies and autobiographies

(2) Descriptive writing → In this, we describe an object, an appliance, a process, a situation in an objective manner. Here the effort is to present the thing as it is.

for example, description of a clinical thermometer

"A clinical thermometer is an instrument used by doctors to measure the temperature of human body."

(3) Explanatory writing → In this, a composite picture of a (expository) problem or situation is presented by putting its positive and negative aspects. Then a conclusion is arrived at by reconciling different realities.

for example, Advantages and disadvantages of small and large cars

(4) Argumentative and Analytical Writing → In this type of writing, a critical analysis of the materials and their problem is done and then a standpoinc is developed. For example, "Is the depiction of violence on TV responsible for the rise of crime? Should the presentation of violence on TV be banned? Give your personal opinion."

In the above example, why recursive clarity offictional and non-fictional writings have been presented in (5) Scientific and Technical Attitude Writing / Impersonal Writing

any objective and systematic presentation comes under the ambit of scientific writing.
Ex: The descriptive writing on solar cells is an example of scientific writing because it attempts to describe an object, a process, or a situation as it is.

Same with budget proposal

(6) Journalistic Writing → It requires quick composition on some day-to-day significant issues. It must be short, depending on the column to be published, such as articles on the editorial page, on business sports pages, etc. It is normally accompanied with an eye-catching photography.

(7) Business Itinerary → It is an action plan for a journey or tour to a place. The plan includes the routes, the places to visit and the activities from and to the place of origin with the certain interval for time. Every professional person should plan his/her actions for a journey.

(8) Checklists → Whenever you want to do something, most usually you check mentally the what, the when, the where, the how of that activity, if it is somewhat important. Once you do this, you ready for that activity. But you may ~~not~~ be

9) Definitions → generally, we can describe people and things. When anybody asks about anything or any people, we describe in our own precise way. Definition should not be vague and should provide a clear picture which can be easily visualized by the listener.

For example, calculator - calculating a small electronic device for