

Technical Communication

Assignment - 1.

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• Meaning OF Technical Communication.

Technical Communication is a broad field and includes any form of communication that exhibits one or more of the following characteristics.

- Communicating about technical or specialized topics, such as computer applications, medical procedures, or environmental regulations.
- Communicating by using technology, such as web pages, help files, or social media sites.
- Providing instructions about how to do something, regardless of how technical the task is or even if technology is used to create or distribute that communication.

• Types of Technical Communication.

Following are some common forms of technical communication. Although these categories can overlap considerably, they should give us a feel for kinds of documents technical communicators produce.

- Manuals:- Manuals may include information on how to use a product along with the background information such as technical specification or lists of products.
- Procedures:- Procedures are an important form of technical communication. Procedures explain how to perform a task or how a particular process happens.
- Instructions:- Instructions resemble manuals and procedures in that they explain how to do something. However, instructions are often very specific, systematic list of the actual steps involved in using a product or performing a procedure.
- Reports:- There are many types of reports, including recommendations reports and analytic reports. Reports generally focus on a specific problem, issues or topic. They may recommend a course of action or analyze a particular technology or situation.

- Proposals : Proposals make specific recommendations and propose a solution to technical problem. A proposal's purpose is used to persuade users or readers to improve conditions, accept a service or product, or otherwise support a plan of action.
- Memos : A vital form of technical communication, memos serve various purposes :- to perform, to persuade, to document, or to encourage discussion. Memos are usually brief and follow a certain format.

• Strategies for Effective Communication.

There are several strategies and skills required for effective communication. A few of them are as follows.

- Create an open communication environment :-
An organization must aim to develop a communication environment in which all employees of the organizations are free to share their feedback, interesting ideas and even criticism on any specific issue.
- Employ the inclusive communication strategy :-
An inclusive strategy of communication is one in which all members are invited to become part of decision taken by the company. Such decisions are related to day by day working of company.
- Make sure that your firm's communication is two-way :-
Communication must never be one-way. It is a two-way process that can be carried either vertically or horizontally.
- The interaction procedure must be result oriented :-
Business communication must be result oriented and focus on acquiring fruitful result to the organization. Organizations must understand and make sure to deliver employee with measures that are necessary to increase their business productivity.
- Try to repeat important messages :-
Besides using multiple channels to transfer the message, the organization can also improve communication by repeating an important message a couple number of times.

Focus on listening:

Listening skills are very much important, especially when you are engaged in one to one communication. Both the employer as well as employees must be active listeners. Reflecting listening abilities can be adopted in this regard.

→ Keep a check of your communication process:

Entities need to make sure that they always cross-check that their communication process works well. Only implementing a communication strategy is not sufficient. It is also required to timely examine the strategy so that it reaps lucrative gains to the company.

Importance Of Technical Communication.

Technical communication is the process of communicating over audience by providing information about the technical processes. Technical communication is the responsibility of a professional to provide information on training to the target audience with a specific objective. Thus the criteria is met only the concerned person is well trained technically. The information that is provided is purely technical and is absolute relevant to the targeted audience. This at times, turn out to be a professional task, so professionals are hired.

In order to share information, technical communication is essential in an organization as it serves the best medium. It enables the employee to become tech-savvy and keep themselves with the modern technology. Technical communications plays a vital role in an organization. All managerial or administrative activities requires communication. When one writes reports, gives instructions or read manuals, it involves the process of communication. The success of any organization is largely recognized by the quantity and quality of information that flows through the personnel.

Hence, technical communication is a very important for practical information as well as applications, for learning the mechanics in technology, for planning and also for training the technologies.

Report Writing

A report is a written account of something that one has observed, witnessed or investigated. It is a systematic and well organized presentation of facts and finding of an event that has already occurred. Reports are generally used as a form of written assessment to find out what you have learned from your reading, research or experience.

Types of Reports

Reports can be classified on different basis as follows.

i) On the basis of purpose:-

Informational :- Provides information on certain event.

Analytical :- Analyzes the stats and data of the event.

ii) On the basis of frequency:-

Periodical :- Fixed period of publication like daily, weekly or monthly.

Spatial :- Do not have any period as it depends on happening of any uncertain event.

iii) On the basis of mode of visitation.

Oral :- A report given orally.

Written :- A report submitted in written form.

iv) Basis of length:-

Long :- length of report is long.

Short :- Content is brief.

v) On the basis of structure and format.

Formal :- language and format ~~is~~ ^{are} formal.

Informal :- language and format are informal.

vi) On the basis of target audience:-

Individual :- If report is for single reader.

Group :- If report is for mass audience.

Important elements of report writing.

- A report must always be precise and up to the point. That is, it must contain only useful and important points.
- The information used in a report must be based on facts and evidences related to the event or issue.
- Language used in a report should be clear and understandable in order to gain audience.
- Grammatical accuracy and proper vocabulary ^{are} must in report writing.
- Proper format and language should be used depending on the type of report.
- The report must be reader's oriented.

Important element in effective group discussion.

- One of the most important element is to listen the topic carefully so that we can have a clear idea about it.
- It is necessary to organize our ideas and views on the topic before we speak.
- During discussion our voice should be loud and clear so that we are audible to everyone.
- Whatever we speak during a group discussion must be significant and should have a meaning to it.
- The information we are using should be based on facts and evidences.
- While speaking, we must keep eye contact, use proper gestures and maintain a proper body language.
- When we are a part of group discussion we must also have proper listening skills.
- If the part of G.D is contradictory, we should maintain proper decorum and debate them properly.

- We should show the spirit to be a cooperative person other.
- We should try to conclude the topic with critical and positive holes.

Essential Elements of Resume

Resume tell the employer about our experiences, skills and work histories. Using our resume to highlight items that indicate our working performance, qualification for the position and desirable skills for the job is an essential method. It shows these features following elements are used in resume.

- Personal information:-

It includes name, current & permanent address, telephone number and e-mail address.

- Objectives:-

In one short sentence summarizes your goal for your job search.

- Education:-

It includes name of High school, city & State, Graduation date and any additional courses.

- Work related experience.

Summer jobs, internships, work, volunteer work.

- Award and Honor,

Academic, musical, athletic or any other recognition.

- Activities/Hobbies

Include your role in the position, the organization and dates.

- Skills ..

Soft skills, and Hard skills.

ferences:-

Use (3-5) people for reference like Professor, work supervisor etc.

• Other Considerations :-

Limit your resume to one or two pages.

Do not include birth, health status and security number.

Limit the use of personal pronouns.

Be honest but avoid writing negative in resume.

Make your resume error free.

Use simple and easy font style.

Use high quality paper.