



JECRC Foundation



JAIPUR ENGINEERING COLLEGE
AND RESEARCH CENTRE

JAIPUR ENGINEERING COLLEGE AND RESEARCH CENTRE

Year & Sem – 2nd Year, 3rd Sem

Subject – Technical Communication

Unit – 03(1)

Presented by – Sonia Khubchandani (English & Humanities)

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VISION AND MISSION OF INSTITUTE

To become a renowned centre of outcome based learning, and work towards academic, professional, cultural and social enrichment of the lives of individuals and communities.

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VISION AND MISSION OF DEPARTMENT

- Focus on evaluation of learning outcomes and motivate students to inculcate research aptitude by project based learning.
- Identify, based on informed perception of Indian, regional and global needs, the areas of focus and provide platform to gain knowledge and solutions.
- Offer opportunities for interaction between academia and industry.
- Develop human potential to its fullest extent so that intellectually capable and imaginatively gifted leaders may emerge.

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Course Objective

CO1: able to express themselves better in technical writing by understanding the concept, style and methodology used in Technical communication.

CO2: able to pursue higher studies by working on all aspects of English Language and also develop a better understanding of process and design of technical texts.

CO3: able to get an in depth knowledge of technical communication used in professional life by getting to know all the forms and aspects of Technical Communication.

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No matter how many technical skills you have, you still need to deal with people at a level they can understand, so communication skills are just as important as technical skills. —Paula Anthony, Tech

Sonia K.

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What is Technical writing?

Writing that focuses on instrumental discourse
(discourse that aims to do something) ?

e.g. computer manuals (print and help screens) ?

Assembly instructions for toys, appliances,
games

Purpose of all these documents: ?To inform ?To
be “instruments” or tools for people to use to
get things done. The documents you will write in
this course all share this sense of purpose.

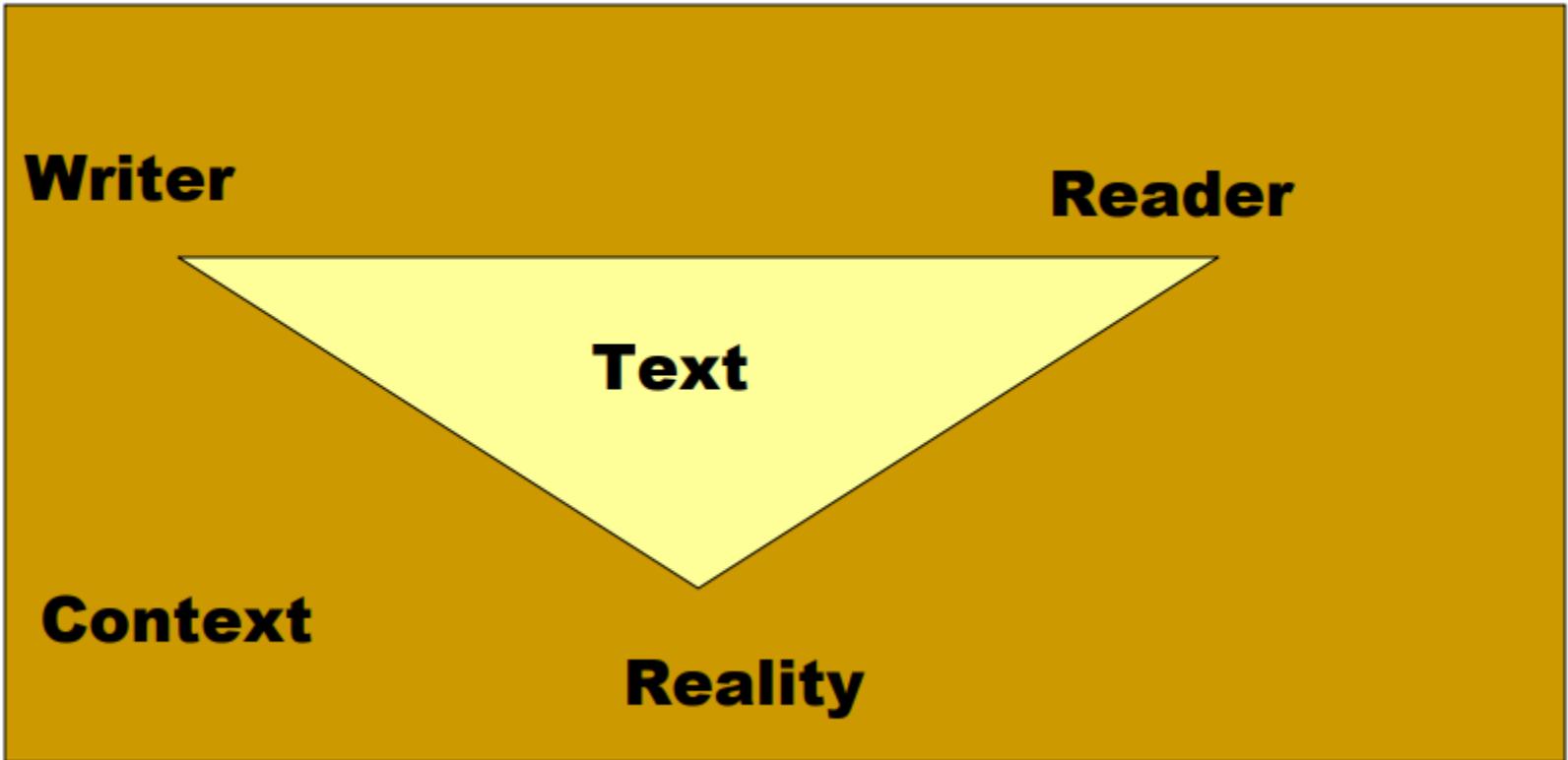
Writer/Speaker

It also helps to define technical writing and communication in relation to other kinds of discourse. All discourse takes place in a

Reader/Listener

context

text



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STAGES OF WRITING

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Son.

- Next Factor is Audience
- The audience are the important factor that is to be considered at the top most in technical writing , you are supposed to write a highly technical subject but in such a way that a beginner can understand it.
- Following things have to be noted before designing :-
- Accumulating information:-
 - a) Style of writing
 - b) Type of document.
 - c) Type of Audience
 - d) Resources to be used
 - e) Subject matter that is to be written.

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Designing Document

Sorting of information.

Preparing a draft of the outline.

Sequencing the information as per importance.

Arranging as per format.

Essential details and examples with supporting documents.

Provides information about the type of document.

- Creating Document
 - a). Development of the design
 - b). Writing style should be simple
 - c).Avoid jargons
 - d).User friendly language
 - Reviewing document
 - a)Self review
 - b).Client review
 - c).Technical review
- Publishing Document
- a). Soft copy /CD /DVD
 - b). Print or bind

- There are mainly two types of discourse
Written and Oral
- The difference between speech and writing is referred to as channel or medium as both of the discourses needs some processes .
- Difference between the two is spoken has to understood at the spot whereas written can be referred several times. Spoken is fast as compared to written.

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Difference between Spoken and Written discourse.

1. Spoken gestures , body language.

2 Intonation

3 .Pitch range

4. Stress

5. Rhythm

6. Pausing and Phrasing :- a small gap measured.

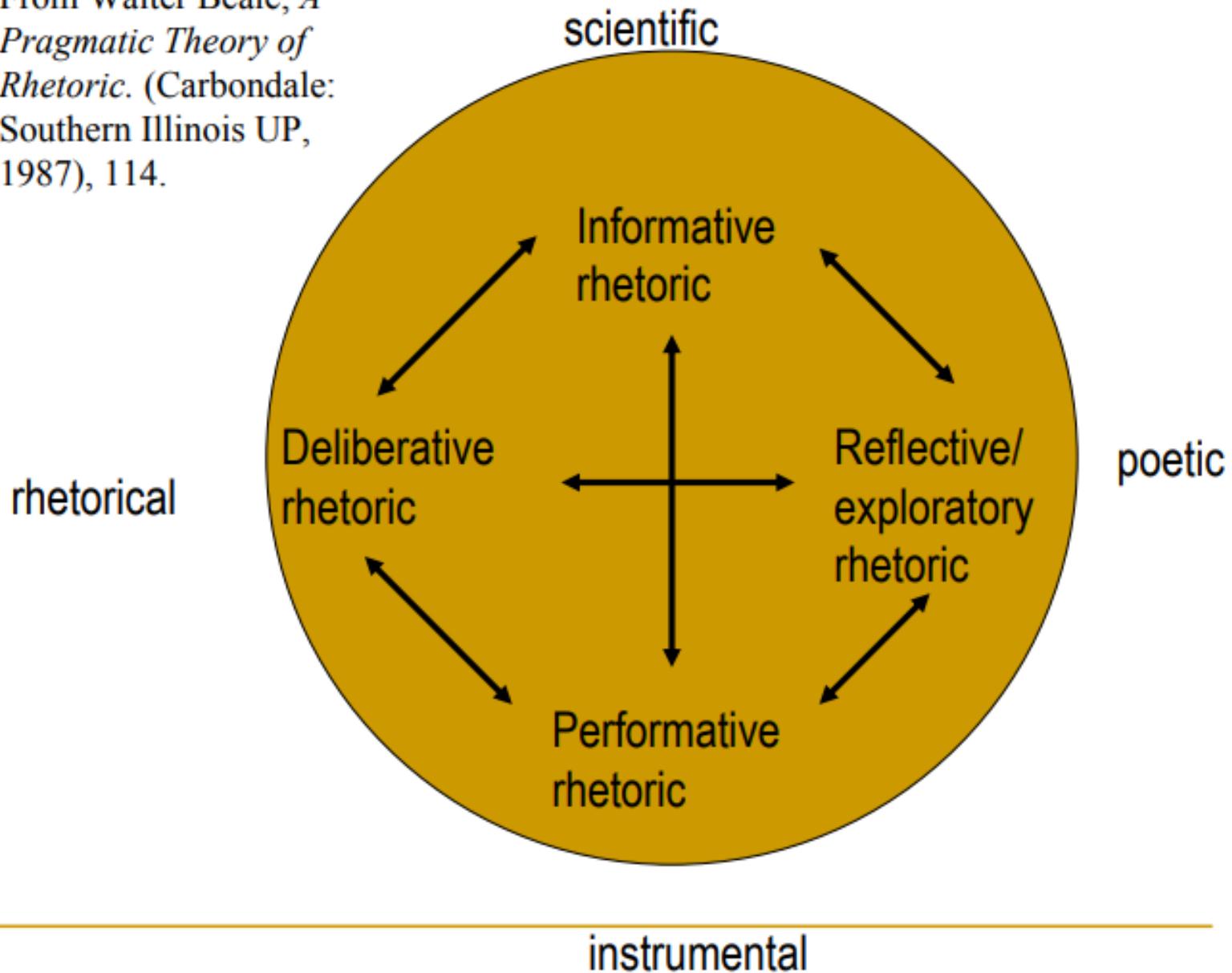


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- INTERRELATION BETWEEN THE TWO
- Oral informal letters, poetry .
- Written Focus on writer/speaker: expressive ?
Journals, diaries, manifestoes ?
- Focus on reader/listener: persuasive ?
Advertising, editorials in newspapers ?
- Focus on reality: technical & scientific
- ?Textbooks, reports, manuals ?Focus on text:
literary ?Poetry, plays, fiction, non-fiction

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From Walter Beale, *A Pragmatic Theory of Rhetoric*. (Carbondale: Southern Illinois UP, 1987), 114.



The Diagram highlights the dual aims of discourse

- A piece of writing can both persuade and inform (e.g. newspaper report on school lunches)
- Any piece of writing has at least two aims E.g Your resume Informative and persuasive

Audience and Purpose

- Understand your audience for a piece of writing
- Understand your purpose for a piece of writing
- The better you understand your audience and purpose, the better your document you will accomplish your goals .

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- **Revising, Editing, and Proofreading of Drafts**
- **Revision** involves analyzing the global level and paragraph level organization of the document, and making changes to your draft on a global, paragraph, and sentence level to ensure that:
 - The document addresses its purpose
 - The document supports any claims it makes (main claims and secondary claims)
 - The structure of the document is logical and supports the purpose and main claims
- **Editing** involves looking at each sentence carefully, and making sure that it's well designed and serves its purpose.
- **Proofreading** involves checking for grammatical and punctuation errors, spelling mistakes, etc. Proofing is the final stage of the writing process

Bibliography

- <https://ecp.engineering.utoronto.ca/resources/online-handbook/the-writing-process/revising-editing-and-proofreading/>
- <https://sites.uai need to copy these slides in new ppt liberta.ca/~graves1/engineering.pdf>

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Thank You

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