Republic of the Philippines
COMMISSION ON HIGHER EDUCATION
Region V (Bicol)
Province of Albay
Libon Community College
Libon, Albay
AY: 2025 – 2026

ELT 09- TECHNICAL WRITING

INTRODUCTION TO TECHNICAL WRITING

Technical Writing: A Definition

Technical writing is communication written for and about business and industry, focusing on products and services: how to manufacture them, market them, manage them, deliver them, and use them.

Technical writing, which must be understood easily and quickly, includes:
- memos and e-mail
- letters
- reports
- instructions
- brochures and newsletters
- the job search
- web pages
- fliers
- PowerPoint presentations
- Graphics

Technical writing is designed to:

- inform by anticipating and answering audience questions;
- instruct the audience to perform a task or follow a procedure, and
- persuade the audience via explanations, analysis, and solutions.

Technical writing is an audience-centered means of communication that provides a reader with clear and easy access to information. In the business world, time equates to profit, and profit is the force behind all professional interactions. The technical writer and reader have a vis-à-vis relationship. The writer recognizes, respects, and addresses the importance of time in effective and efficient communication by providing documents written in specific formats, using unambiguous language to send clearly accessible information. The reader in turn thoroughly understands the information in order to give a thoughtful response.

The Meaning of "Technical"

Technical communication—or technical writing, as the course is often called—is not writing about a specific technical topic such as computers, but about any technical topic. The term **"technical"** refers to *knowledge that is not widespread, that is more the territory of experts and specialists.* Whatever your major is, you are developing an expertise—you are becoming a specialist in a particular technical area. And whenever you try to write or say anything about your field, you are engaged in technical communication.

What is a Technical Writer?

A technical writer is **defined** as one who writes, ***"about a particular subject that requires direction, instruction, or explanation."*** When put that way, is it no wonder that almost every company spanning an array of industries is on the hunt for technical writers? This is great news for those who hold the title of technical writer and sobering news for those looking to ramp up their product marketing efforts. The demand is high and the supply of talent is low.

A **'Technical Writer'** is also known as a **Technical Communicator, Information Developer, Technical Content Writer, and/or Technical Documentation Specialist.** Defining the role of the 'technical writer' brings with it ambiguity, but know that technical writing can be found in many places. You may confront it while waiting at the doctor's office and certainly in your home if you save your favorite household items' "how-to" manuals.

WHY STUDY TECHNICAL WRITING?

The purpose of technical writing is to break down complex ideas and information into easy-to understand tasks or explanations for the reader. It's straightforward and clearly informs the reader on a topic (no matter their current knowledge level or if they're a non-technical audience).

Why is technical writing so important?

- Technical writing is not literature; it's neither prose which recounts the fictional tales of characters nor poetry which expresses deeply felt, universal emotions through similes and metaphors.
- Technical writing is neither an expressive essay narrating an occurrence nor an expository essay analyzing a topic.
- Technical writing is not journalism, written to report the news.
- Technical writing does not focus on poetic images, describe personal experiences, or report who won the basketball game.

Instead, technical writing is:

—an instructional manual for repairing machinery

—a memo listing meeting agendas

—a letter from a vendor to a client

—a recommendation report proposing a new computer system

When our students are employed and have to write on the job, will they write essays?

The answer is no. Our students, when employed, will not write essays at work. They will write essays while working on their college degrees; they might even be asked to write an essay on their job application when applying for work. However, once the job begins, essays end.

What takes the place of the essay?

The answer is technical writing—memos, letters, reports, e-mail, proposals, instructions, even web pages. That's why technical writing is important. Technical writing is the type of written communication that our students will be responsible for on the job.

Is technical writing a necessary component of every employee's professional skill?

Daily, newspapers tell us that employers want to hire people who can

communicate effectively, both in writing and orally.

Career counselors reiterate this.

- In fact, we are told that on the job, an employee will spend at least 20 percent of his or her time writing.

> Students often do not believe they will have to write at work; they assume that once their education is completed, writing will be a distant memory. They are wrong.

- This number increases as an employee's responsibilities increase.
- Managers spend up to 50 percent of their time writing.
- CEOs spend between 80 and 100 percent of their work week communicating.

TECHNICAL WRITING VS. ESSAYS

Technical writing and essay writing are critical and valuable skills to have in any career, but they can be very different.

❖ **Technical writing** is one of the most important aspects of any business. Whether you are writing a resume or proposal, a product description, a white paper, a case study, an instruction manual, or any other document, it must be written well.

In contrast, an **essay** is a piece of writing that discusses an issue or topic, including a research paper, a business proposal, a term paper, or a personal essay.

❖ **Technical writing** is a subset of academic writing that focuses on the technical aspects of a particular field; it requires the writer to focus on a specific topic or subject and write about it in a specific way. It isa specialized form of writing that involves using specific skills and techniques.
❖ **Technical writing** includes all forms that require specialized vocabulary and specialized language to convey information. The writer must also understand the subject to write about it.
❖ **Technical writing** content is usually focused on a particular subject to convey information to the reader. The writer has to consider the audience, the context, and the purpose of the document. The audience for technical writing is diverse, and technical writers must be able to communicate effectively across a wide range of audiences.

It is generally used for documentation, instructional design, and other documents requiring clear and concise communication. This includes the definition, explanation, and analysis of concepts and ideas. Software engineers, technical writers, and product managers often use technical writing.

Some common types of Technical Writing are:

1. Medical and Scientific Papers.
2. User Manuals and Assistance Guides.
3. Books and guides by Technical Writers.
4. Assembly Manuals.
5. Technical Documents, Reviews, and Reports.

What is Essay Writing?

- Essay writing is a widespread type of writing. It is usually used to describe or explain a particular topic. The main idea of an essay is to discuss a topic and give your opinion. An essay is different from a story because it usually has more than one point. Essays are often used to write about what people believe and why they believe it.
- They are also often used to write about personal experiences. It is not just about telling a story. An essay also includes a body paragraph that explains the reasons for your opinion. In an essay, you can use different kinds of sentences to express your opinion. You can use a question sentence to start your essay.
- Essays are usually concise and are written in the third person. You should always do some research before you start writing your essay. This is because it is essential to know what you are talking about. If you don't know what you are talking about, then you might not be able to express yourself adequately. You should always use the correct vocabulary and grammar to ensure that you can express yourself well.
- You may think that essay writing is not a hard thing to do, but there are many things you need to know before you start writing your essay. If you are unsure how to start your essay, you can take essay help from online sites, and it is always advised to learn these skills at the earliest possible time. They can help you write an essay that is good and original.

- A good essay starts with an introduction and includes three parts: a body (the main body), a conclusion, and a reference list. An introduction introduces the topic and states your opinion about it. It also provides the reasons for your opinion. A body explains your opinion, often by providing evidence for it. A conclusion sums up your points. It is usually written in the first person and ends in a question.

There are many types of essays. Some common types of Essay Writing are:

1. **Argumentative:** This type of essay is all about convincing your reader.
2. **Persuasive:** This type of essay is all about persuading your reader.
3. **Narrative:** This type of essay is all about telling a story.
4. **Explanation:** This type of essay is all about explaining a concept.
5. **Description:** This type of essay is all about describing something.

Technical Writing vs Essay Writing: The Differences

- Technical writing tends to be more formal, while essay writing is more informal.
- Technical writing involves a lot of facts and figures, while essay writing tends to be more opinion based.
- Technical writing is more structured and organized, while essay writing is more open-ended and free-flowing.
- Technical writing tends to be less personal than essay writing.
- Technical writing tends to be more factual and objective, while essay writing is more subjective and personal.

Technical Writing vs Essay Writing: The Similarities

- Both require the same time and effort.
- Both are time-consuming processes.
- Both are based on facts and figures.
- Preparation for both requires gathering facts and figures in advance.
- Both require good organization, though technical writing demands it more.
- Both require strong writing skills, proper grammar, and correct spelling.
- Technical writing requires familiarity with technical jargon.
- Essay writing requires understanding concepts and presenting thoughts coherently.
- Both can be presented through different mediums.
- Both require multiple revisions:
  - Technical writing revisions focus on technical errors.
  - Essay writing revisions focus on grammar and spelling mistakes.

COMMUNICATION CONTINUUM

The communication continuum describes a spectrum of communication styles ranging from casual/informal to structured/formal. In technical writing, it refers to how information presentation can vary by context and audience. For example, one definition notes that it "encompasses various forms of communication, from highly technical and detailed documents to more accessible and user-friendly materials. Understanding this continuum helps writers choose the appropriate level of formality and detail for their audience.

- a helpful tool to categorize the relations in our lives as well to understand the type of communication we used in that relatively.

Modes of Communication in Technical Writing

1. Formal technical writing-includes detailed reports, users' manuals and scientific research paper
2. User-focused communication-includes instructional guides, online tutorials and FAQS.
3. Interactive communication-include online forums, chatbots or interactive help system.

Communication Continuum

Connotative/Expressive ↑

Type of Writing	Examples	Traits
Creative Writing	Poems, plays, stories	Connotative and expressive words, fictional characters, imagery, and plots
Expressive Writing	Narratives, descriptions	Subjective, based on personal experience, connotative and expressive words
Expository Writing	Comparison/contrast, analysis, cause/effect, argument/persuasion	Objective, connotative and denotative words
Journalism	News stories, features, editorials	Objective, written from factual observation, short sentences and paragraphs, some connotative but more denotative words
Technical Writing	Memos, letters, reports, instructions, resumés, web pages	Objective, written about products or services, short sentences and paragraphs, denotative words

Denotative/Objective ↓

Legend: ☐ Connotative ■ Denotative

Ode to a Shoe

My son's tennis shoes rest temporarily in a heap against the kitchen door,
their laces soiled, their tongues hanging out like exhausted terriers.
The soles, worn down on the insides from sliding into second,
are green, the shades of summer.
Canvas exteriors, once pristine white, are the colors of the rainbow—
sun bleached, mud splattered, rained on, ketchup and mustard adorned,
each shoe shouting a child's joyous exuberance: "I'm alive!"

Technical Specifications for Manufacturing Tennis Shoes

The D40 Slammer Tennis Shoe will be manufactured to the following specifications:

Sole:	Neoprene rubber #345 white enameled paint 1.589" high Slammer waffle-textured©
Uppers:	Blue canvas
Tongue:	White canvas Oval Slammer© logo heat-pressure sealed, centered .50" from all sides
Laces:	15" long 100% cotton
Aglets:	Clear polyacetate plastic #290
Weight:	1 lb. 6 oz.

Technical writing is a vital skill in today's knowledge-driven world. It enables the effective communication of complex ideas, fosters innovation, and ensures safety and compliance in various industries. By mastering the principles of technical writing and understanding its nuances, individuals can become effective communicators and problem solvers in their respective fields.

REFERENCES:

https://app.ptuk.edu.ps/PTUK-stuff/UploadsMaterial/Material_111079_12210325_Textbook.pdf

https://www.studocu.com/ph/document/cebu-normal-university/the-teaching-and-assessment-of-grammar/unit-2-technical-writing-handouts/70366336

https://www.scribd.com/document/768441695/Communication-Continuum

https://youtu.be/Ur9xXsSMalc?si=013mtZRclKRFy3Yx

Prepared by:

DELA CRUZ, MA. BIANCA NICOLE A.
BSED ENGLISH III-A

Noted:

CHRISTIANNE O. ROMANO, PhD- cand.
Technical Writing Instructor