

IFSC 3326 (991)

Technical Writing

To: Professor Perez

From: Hanna Darden

Date: February 19, 2021

Subject: UALR Ottenheimer Library Search: Week #3 & #4

Comments: The purpose of this memo is to report on five important factors that assist in workplace writing.

I would first like to speak on the product-based approach to writing. As mentioned in Steiner's article, this approach focuses on spelling, grammar, and a well-written finished product. Although many people feel this is not the most efficient approach to writing, it has persisted in being one of the most popular. It is understandable why it is so popular due to the fact that regardless of whether you choose this approach or not, these are still important factors you should take into account when writing.

There is also the less popular, but much better balance process-based approach. This focuses on freewriting, drafting, revising, and polishing your writing. Although it isn't as popular, studies mentioned in Steiner's article show that process method helps produce better results because it helps us structure our writing tasks rather than analyze the finished product. This allows for a better understanding of what we want to say, and therefore shows in our writing.

While further reading the article, it also shows the importance of deadlines. Most people believe that deadlines cause panic and stress, and therefore may cause someone to rush through their writing without checking to make sure the overall quality is up to par. Through further research, it is shown that deadlines and schedules actually help keep employees motivated and organized. They feel that the structure helps keep them on track.

It is also important to have a quiet space where you will have little to no distractions while you write. When writing anything in a professional setting, it is important that you are focusing on the task at hand. If distractions become a regular occurrence, it could cause you to either be unable to convey your original purpose in your writing, or it could cause your writing to seem not as well versed in the topic you are speaking on.

Finally, this article shows the importance of making things as easy on you as possible. This means, reference back to old assignments. Perhaps the format can be similar. There may be key phrases or even whole sections that will just as

easily pertain to your current topic. Don't put more work on yourself than you have to. If there is a way to make things easier on you, then do it.

Reference

Steiner, Derek G. *The Communication Habits of Engineers: a Study of How Compositional Style and Time Affect the Production of Oral and Written Communication of Engineers*. Park University, 2009.