

Introduction

❑ Written document in well organized manner for specific readers who have some basic knowledge about particular discussion.

- **Ex:-** Mobile phone
- We need to explain internal and external parts, system, and functions step by step.
- **Majorly** it defines object and process. (descriptive, detail)
- Description breaks large amount of information into parts. (Body parts)

❑ **Definition (2 types) (1st step)**

- **Formal defi.** explains term in limited way. (dictionary)
- **Extended defi.** explains term in detail.

Introduction conti...

- **Discussion (2nd step)**
- Discussion part should be in detail.

□ **Mainly 2 methods**

- 1:- explain parts one by one.
- 2:- comparison and contrast.

□ **Illustration (3rd step)**

- Use of drawings, pictures, and graphs.

Guidelines for a Good Technical Description

❑ Organization

- Information should be in sequence in description.

❑ Content

- Part where all information is gathered.
- Size, shape, color, material WITH technical names.
- Avoid irrelevant detail.

❑ Structure

- Must be in specific format.
- Heading, introduction, discussion, conclusion.

Process of Writing Technical Description

There are 4 phases of technical writing

- **Prewriting**
- **Writing**
- **Editing and Proof reading**
- **Rewriting**

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Detail of Phases

□Prewriting

- Jots down ideas, points while reading a specific topic.
- Main purpose is collect maximum detail.

□Writing

- We try to organized in sequence in written form.
- Use tables, charts, graphs, diagrams.

□Editing and Proof reading

- We go through the information again and again to find out mistakes.
- After editing, we need to proof reading of whole description.

□Rewriting

- Again add important information after proof reading and try to make as final draft.

Example

I Phone 17 Pro

- Processor
- Storage
- RAM
- Charger (fast?)
- Display
- Camera
- Battery

- Conclusion

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Q&A