

Understanding the Nature and Purpose of Technical Writing

# INTRODUCTION TO TECHNICAL WRITING

Understanding the Nature and Purpose of Technical Writing





## Professionals and specialists need to write for their world of work.

They will need knowledge, skills and techniques for their message to be readable and comprehensible by their fellow professionals.

# ASPECTS OF TECHNICAL WRITING





OTECHNICAL – is a term that refers to knowledge or specific discipline that is more the line of experts and specialists.

O(For short, a professional JARGON/language.)





#### **OTECHNICAL COMMUNICATION** OR TECHNICAL WRITING - is the transfer of information to readers in a way that is aligned to their need, level of understanding and background.



- OThe focus of Technical Writing is to communicate professionally in an organizational system.
- It involves accurate, precise, logical arrangement and organized preparation of information.



- Olt is also a <u>problem solving process</u> within an organization.
- OThey investigate, find solutions and write reports in a structured manner to provide information as basis decision making and to fulfill the organization's purpose.



#### Language of Technical Writing

- Technical style tone and attitude of the communication of the specialists
- joyful, serious, humorous, sad, threatening, formal, informal, pessimistic, and optimistic

### OBUT TECHNICAL WRITING USES FORMAL TONE





#### Language of Technical Writing

- OFormal Tone characterized by restraint and objectivity
- impersonal
- impartial
- do not allow the use of feelings
- no biases in interpretation of data

#### FIVE STEPS OF TECHNICAL WRITING



- 1) Identify the audience
- 2) Determine purpose/ objectives
- 3) Gather information
- 4) Organize data
- 5) Edit, revise and finalize



### THE TECHNICAL WRITING PROCESS

#### 1) Identify the audience

- Knowing your readers in terms of background, needs and knowledge to adapt to their level of understanding.
- To communicate more effectively and address the needs of your reader.
- Ex. You are writing to a busy boss, thus you need to make your letter/report brief and straight to the point.



### THE TECHNICAL WRITING PROCESS

#### 2) Determine purpose/objectives

 Helps the writer know what and how to write a given subject matter.

You can write to record important events, inform, explain, complain, appeal, request or propose.



#### 3) Gather information

- It helps the writer choose important and accurate data to use to meet the objectives of the report.
- It makes the report more reliable and effective.



#### 4) Organize data

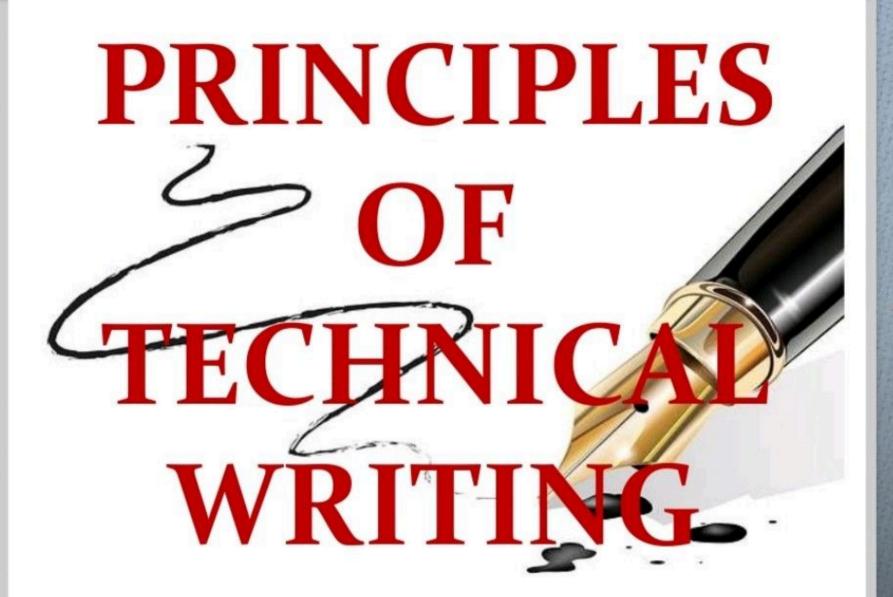
- Putting the essential parts of the report in their proper places and logical order.
- Using appropriate visual aids to present data more effectively.





### THE TECHNICAL WRITING PROCESS

- 5) Edit, revise and finalize
- Like any form of writing this is essential in the polishing of the product
- We need this to make sure we don't have grammar and spelling errors.
- Any formal writing with multiple errors is unreliable.





OThese principles will make technical writing easy and an effective tool of communication in an organization.

### PRINCIPLES OF TECHNICAL WRITING

 A technical report is designed to meet specific needs of individuals in the organization.



2) Technical writers need knowledge and skills to be able to communicate their ideas specifically and effectively.



3) Technical writers write in appropriate style and have a scientific attitude.

### PRINCIPLES OF TECHNICAL WRITING

4) Technical writing has a specific reader, purpose and organized data to fulfill the specific objectives.

### PRINCIPLES OF TECHNICAL WRITING

5) Technical writing helps influence decision for change and betterment of individuals and organization.

# TECHNICAL WRITING VS LITERARY WRITING





- OTechnical writing differs from literary writing in content, purpose, language and appeal.
- Olt is about facts, ideas for a particular audience and it reports results to an experiment or investigation



- OTechnical writers focus on matters about science, technology, industry and business.
- Outputs are usually very purposive, factual and provide vital information to an organization.



- OTechnical reports are used as basis for actions and decisions in organizations. (ex. Field report, memo)
- OWriters strictly observe grammar rules and use scientific terminologies/ jargon.





- OTechnical professionals make readers think, analyze and criticize.
- OThey appeal to intellect and reasoning.
- OThey are very objective, formal and impersonal.



OLiterary writing on the other hand includes poetry, short stories, novels, essays, fiction, prose, drama, tragedy, play, parable, pun, comedy and many more.



OLiterary writers, also known as creative writers or artists, talk about experiences in life, the problems of human existence, philosophy and the desires of the human heart.



- OThese creative writers aim to entertain and amuse their audience from all walks of life and different professions.
- OLiterary writings are used to give lessons, change outlook in life and transport the spiritual being to a higher level.



OLiterary pieces are used to stir both the senses and emotions, language is used to appeal to the imagination by using figures of speech.





OFigurative language used has meaning beyond the literal level which makes the tone of the writer very personal and subjective.





#### Try to analyze the example

#### Liberty's Kiss

In-caged in her arms, I feel wildly free. Tied up with her cloth I fly and flee. At last I get to have a glimpse Of how it feels to have Liberty's Kiss

The darling one, Thought was forever gone.

Take off my robe and stain the white I need not be clean, I need wings for flight Free me from the sheets that keep me sane, Let me crawl, but once, in shame.

Watch my sprouting feathers
Watch my beauty reign.
Let the slave be queen.
Let the foolish understand themselves.

Shatter me and let all the loss. For in your kiss, The lost is gained.

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