

HS7-416: Technical Writing

The Writing Process

Lecture 5

Organisation of topics

- Writing as a problem
- A simple writing strategy
 - Prewriting (structuring)
 - Writing (drafting)
 - Rewriting (revising)

The writing problem

- The writer's block
- Starting and stopping difficulties
- Writing like published materials
- Time problems
- Coverage and details
- Reading tons of books...

A simple approach: Prewriting

- What are you going to write about?
 - Define your subject, aims
 - Analyse your audience
 - Find information (or carry on doing your engineering work!)
 - Generate ideas
 - Make an outline

Health-promotion program

- costs of replacing sick employees
- necessary equipment
- payback period?
- history of health-promotion plans
- how to measure interest?
- increased productivity of workers?
- how to measure success?
- here or at a health club?
- necessary publicity
- converting space
- start-up costs
- reduce premiums
- make it mandatory?

- do interest surveys?
- maintenance costs
- national trends?
- how to maintain interest
- who would staff it?

Sorting/structuring

- Background
 - costs or replacing sick employees
 - increased productivity of workers?
 - reduce premiums
 - history of health-promotion programs
 - national trends
- Costs
 - necessary equipment
 - necessary publicity
 - converting space
 - start-up costs
 - maintenance costs
 - who would staff it?

Revised

- Background
 - definition of health-promotion programs
 - history of health-promotion programs
 - costs of replacing sick employees
 - increased productivity of workers?
 - reduce premiums
 - national trends
- Costs
 - start-up costs
 - necessary equipment
 - necessary publicity
 - converting space
 - maintenance costs

- who would staff it?
- how to maintain interest
- insurance premiums
- Payback period?
- Benefits

A simple approach: Writing

•Sit down and write!

- Write big chunks
- Logic flow
- Don't worry about English problems now
- Start from any idea you like

A simple approach: Revising

•It is not over yet. (it is for novice writers!)

- Let it sit
- Read it aloud
- Ask someone to proofread it
- Use checklists
- Use software

Revision

Dear Ms. Saunders:

I am writing in response to your notice in the Philadelphia Inquirer. I would like to be considered for the position in Signal Processing. My academic training at Drexel University in Electrical Engineering, as well as my experience with RCA Advanced Technology Laboratory, would qualify me, I believe, for the available position.

My education at Drexel University has provided me with a strong background in the areas of computer hardware and system design. Throughout my five years at Drexel University I have channelled my studies into the digital and compu-

ter oriented fields. I have gained much insight into the development and design of computer hardware and the digital signals which make all of this possible. The advanced engineering courses which I took served to take me beyond the basic to a better understanding of this field of engineering.

The enclosed resume provides an overview of my education and experience. Could I meet with you at your convenience to discuss my qualifications for this position? Please write to me at the above address or leave a message for me any time at (215) 333-8440

Revision

- Didn't mention work experience
- Education then job experience

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ware and the digital signals which make all of this possible. The advanced engineering courses which I took served to take me beyond the basic to a better understanding of this field of engineering.

Your ad states that a "background in VLSI design is preferred." While working at RCA I received much experience in the VLSI design area. I was involved in a number of projects in which I assisted in the design and testing of VLSI standard cell integrated circuits. My position at RCA allowed me to become familiar with much of the hardware and software being used in the design area today.

The enclosed resume provides an overview of my education and experience. Could I meet with you at your convenience to

discuss my qualifications for this position? Please write to me at the above address or leave a message for me any time at (215) 333-8440.

•Not very specific information in the middle paragraphs

My education at Drexel University has provided me with a strong background in computer hardware and system design. Throughout my five years at Drexel I have concentrated on digital and computer oriented fields, studying such subjects as system design, digital filters, and computer logic circuits. Because of my status as honours student, I was permitted to take a graduate seminar in digital signal processing.

Your ad states that a “background in VLSI design is preferred.” While working at RCA’s Advanced Technology Laboratory, I was involved in the design and testing for two Gate Array (2700 and 5000 gates) VLSI standard cell integration circuits. I also used CAD software to simulate, check, and evaluate several integrated circuit designs.

Final version

I am writing in response to your notice in the **January 17 Philadelphia Inquirer**. I would like to be considered for the position in Signal Processing. My ~~academic training~~ **education** at Drexel University in Electrical Engineering, as well as my experience with RCA Advanced Technology Laboratory, would qualify me, I believe, for the available position.

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Summary

- Prewrite, Write, Rewrite
- Experienced writers do not write all in one go
- Writing is not *an easy task!* (And engineering neither)