**Technical Writing**

Relaying information or sharing knowledge via internal and external business members.

Internal communication(s) handled via MEMO.

External communication(s) handled via Brochure, report, letter, business cards, and other.

Proposals/Resumes

**Purposes and Audiences**

**Purpose + Audience = Pattern**

POV – point of view

3rd person: most formal

2nd person: you, your

1st person: me, myself, and I (*avoided or used very strategically*)

* POV
* Active Voice vs. Passive Voice
* Fact based
* Verb tense – this/that

1. Present tense
2. Past tense
3. No slang
4. No contractions – cannot vs. can’t or is not vs. isn’t

Documents are other – directed. Meaning about other people or organizations. Not about one’s self.

**Manifesto –** a document that states the principles or guidelines for a group member’s responsibilities

* Peer writing critiques
* Other group work (includes quizzes, exercises)
* Help with notes? Absences?

Manifesto for Technical Writing Group 2

We are collaborating together to employ discovered writing patterns in our studies and to better assist each other in following the appropriate grading rubric, for the submission of our works. We value suggested changes, those suggestions within the realm of the pattern and grading rubric, no down talking, and positive feedback over any other method of criticism or critiquing of work(s).

While we denounce the idea of punishment for tardiness or failure to assist with any particular aspect of the coursework, we have all decided a group vote would be appropriate for discerning appropriate levels of contribution and effort. Should an individual or individuals be determined to be less than productive members of the group, the person or persons will be elected to provide all members of the group with free hamburgers. This measure is to avoid unnecessary conflict, create fellowship amongst group members, and assist in reestablishing positive group synergy and ultimately productivity.

Manifesto

In cumulative effort we cover: our goals in working together, the means by which we will achieve those goals, our values as a group, and the penalty for any member not living up to those values.

We are collaborating together in order to produce higher quality individual writing assignments. We will also assist members in catching up after a tardiness or absence.

We will produce better writing by analyzing each other’s written work to ensure we are following the proper technical writing patterns and grading rubric for each assignment.

We value suggestions for change, constructive criticism, and positive feedback.  We will not tolerate down-talking.

If any member is not contributing at an appropriate level, as voted by other members, the member at fault will be elected to provide all members of the group with lunch (e.g. hamburgers). The lunch will be seen as a community and teambuilding exercise, not a punitive measure.