1.

 Definition  
  
Technical writing deals with technical information  
Technical writing relies on visual elements  
Technical writing uses numbers  
Technical writing is well documented  
Technical writing is grammatically and stylistically correct  
  
Nature of technical writing  
  
Clarity  
Conciseness  
Organization  
Grammar  
  
Attributes of technical writing  
  
Know your reader  
Know your objectives  
Be simple direct and concise  
  
Qualities of technical writing  
  
Arrives by the date it is due  
Is well designed  
Has the necessary front matter  
Has a body that provides essential information  
Uses tables and graphs appropriately  
Reveals the results obtained  
Is designed to be read selectively  
Has a discernable plan  
Reads coherently from beginning to end  
Answers readers’ questions  
Conveys an impression of authority, soundness and honest work  
Is free of typographical, grammatical and spelling errors  
  
Audience  
  
Level of knowledge and experience of your readers  
Readers point of view  
Relationship to the reader  
Reader’s attitude  
Acceptable tone for the reader  
Influence of international culture  
  
Type of audience  
  
Layperson  
Informed person  
Expert  
Executive  
  
Memorandum  
  
Company (From)  
Destination (To)  
Date  
Topic  
Memo itself

2.

Letters:  
  
Sender  
Date  
Destination  
Subject  
Opening salutations  
Introduction  
Body  
Conclusion  
Closing remarks  
Signature  
Enclosure  
Carbon copy  
Initials

3

Mechanism Description  
  
       Introduction  
  
•       Definition  
•       Overall function  
•       Overall appearance (colour, shape, size, texture, finish, material)  
•       List of parts  
  
       Parts’ description  
  
•       Definition  
•       Function  
•       Appearance  
•       Link to the next part  
  
  
       Conclusion  
•       Summary of the mechanism function (relist the parts)  
•       Sense of finality  
  
Proposals  
  
       Introduction  
  
•       Purpose  
•       Background (statement of the problem) 2 subheadings  
•       Scope  
  
       Solution criteria  
  
•       Approach (2 subheadings)  
•       Result  
  
       Plan of action (3 steps)  
  
       Schedule  
  
       Budget ( 3 positions)  
  
       Qualifications (2 people)  
  
       Conclusion  
  
•       Summary  
        Contact

4.

Abstract (paper only)  
Title page (Both)  
Table of contents (Paper only)  
List of figures and list of tables (Paper only)  
  
Heading and subheadings (Both)  
Graphics (figures and tables) (Both)  
Pagination (Both)  
Headers and footnotes (None)  
Typeface and size (12 points; same font all over)  
Binding (Paper only)  
Spacing (double)

5.   
Instructions  
  
Introduction  
  
Definition of the overall process  
Purpose  
Theory or principles, if necessary  
List of steps  
  
Steps  
  
Definition  
Description of what happens  
Cautions  
List of required equipment  
Specific directions (number the directions in sequence)  
Result  
  
Conclusion  
  
Summary of the steps  
Additional information

6.

Progress report  
  
Introduction  
  
Purpose   
Background  
Scope  
  
Work completed (repeat for each task)  
  
Describe the task  
What was accomplished?  
How long did it take?  
Were there any difficulties?  
  
Work remaining (repeat for each task)  
  
Describe the task  
What remains to be accomplished?  
If not on schedule, will it affect other part of the work?  
Provide a schedule for completion  
  
Conclusion  
  
Appraisal of current status  
Evaluation of the progress to date  
Will you complete the project on time?  
Contact

7.

Resume  
  
Personal information  
Knowledge, skills and abilities  
Experience  
Education  
Volunteer work  
References

9.

Orals  
  
Connect with the audience  
Indicate scope and purpose  
State plan of development  
Use good repetition of key points  
Cover a reasonable number of points  
End with an effective conclusion  
  
Speaking style  
Volume  
Pitch  
Rate  
  
Effective movement and gesture  
  
Delivery style  
Impromptu  
Extemporaneous  
Manuscript  
  
Presentation support  
Effective PowerPoint slides  
Dress code  
Time  
  
  
  
Abstract  
  
Descriptive abstract Describes the structure (100 words)  
Informative abstract  Summarize each section of a paper, 150 to 200 words  
Executive summary (large reports)fe