

The Elements of Technical Writing

Reviewed by JENNIFER PARKS

**THE ELEMENTS OF
TECHNICAL WRITING**
Gary Blake and
Robert W. Bly
New York, NY: MacMillan
General Reference: 1993.
165 pp. • \$9.95
0-02-013085-6

Gary Blake and Robert Bly, both authorities in the field of business and technical writing, have provided a valuable tool in *The Elements of Technical Writing*. As the cover states, this book is the essential guide to writing clear, concise proposals, reports, manuals, letters, memos, and other documents in every technical field. Not only have Blake and Bly included all the necessary information concerning punctuation, grammar, and tone, they have organized the book in an easy-to-use, precise format.

The first chapter begins with the following quote and serves as a good introduction to the material in the first chapter.

"Newspaper reporters and technical writers are trained to reveal almost nothing about themselves in their writing. This makes them freaks in the world of writers, since almost all of the other ink-stained wretches in that world reveal a lot about themselves to the reader."

—Kurt Vonnegut, Jr.

The first chapter, "Fundamentals of Effective Technical Writing," identifies the ten principles that make technical writing good technical writing. These principles include:

1. Technical Accuracy
3. Usfulness
4. Conciseness
5. Completeness
6. Clearness
7. Consistency

8. Correct Spelling, Punctuation, and Grammar
9. A Targeted Audience
10. Clear Organization
11. Interest.

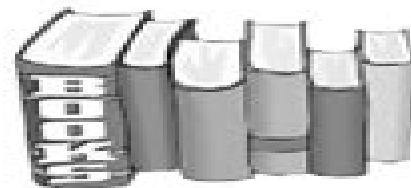
These principles are easily overlooked in business writing. Blake and Bly urge us to remember that our audience is made up of humans, not just technical personnel.

Each chapter in this guide is broken out into sections that clearly outline the information that follows. The format is legible, succinct, and lends itself to easy reference. There are chapters regarding the use of equations and numerals, grammar and punctuation, and principles of communication, as well as a chapter regarding commonly misused words and phrases.

Chapters six through nine break away from the rules of the English language and get down to the specifics of writing proposals, technical articles and reports, letters and memos, and manuals.

Chapter six, "Proposals and Specifications," details the components necessary in a formal proposal. The authors set forth their ten principles of proposal writing, which revolve around the focal point of the client. They are:

1. Learn everything you can about your prospective client and the people who will evaluate your proposal.
3. Sell your ideas by fitting them into your client's needs.
4. Don't just solve the technical problems; empathize with the customer's critical needs.
5. Recognize all critical factors that evaluators will use in assessing the proposal.
6. Make sure your proposal addresses every element mentioned in the RFP.
7. Use appropriate graphics to highlight your ideas and make them easy to visualize.
8. Tailor each proposal to the needs of the specific client.
9. Anticipate and defuse objections.
10. Avoid hedging and subtlety in proposals.



This issue features books on technical writing and statements of work. The opinions expressed by reviewers are their own and do not necessarily represent the views of the Association of Proposal Management Professionals. Book review recommendations are welcomed by book review editors Nancy Brome and Paul Giguere.

11. Make a list of where key resources are located if you do not have a proposal library.

Blake and Bly urge us to learn everything we can about our clients and then tailor our proposals to their needs. For example, the following sentence does not tell the client what we can do for them:

"We have extensive experience in airlines operations and forecasting and evaluating traffic flows."

A better way to make the point is:

"Our extensive experience in airlines operations and forecasting and evaluating traffic flows gives us insight in to the logistics of your business and will help you respond faster."

The second sentence focuses on what your company can do for the potential client and tells the reader how you will benefit them rather than simply stating your qualifications. The more tailored your proposal is to the reader, the more impact it will have.

Blake and Bly have written a useable, handy, and inexpensive style guide that is tailored to their audience: people who write for business. While the majority of style guides and writer's reference books tend to be very dry, I found Blake and Bly's book to be highly readable. They have practiced what they preach—their writing is clear, and more importantly, interesting. *The Elements of Technical Writing* is written specifically for technical writers, but it is also a very valuable reference guide for other writers. This concise style guide is now an indispensable part of my library.

Uptu Technical Writing Paper

Jiyuan Zhang



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A Text Book Of Professional Communication Subhash Ranade, 2006 **Comprehensive Physics for Engineers**
Narinder Kumar, 2005 **Engineering Physics - I (U.P. Technical University, Lucknow)** Dr. A.K. Katiyar, Narinder
Kumar, 2010 *Electrical Instrumentation and Process Control (For UPTU, Lucknow)* Navani J.P. & Sapra Sonal, 2015 This
book is written in a simple and easy to understand language to explain the fundamental concepts of the subject The book
presents the subject of EIPC in a comprehensive manner to the students at undergraduate level This book not only covers the
entire scope of the subject but also explains the philosophy of the subject This makes the understanding of the subject more
clear and interesting The book will be very useful not only to the students but also to the faculty members **Professional**
Communication Shikha Shukla, 2009 **Computer Based Numerical & Statistical Techniques** Goyal, 2005 **A Text**
Book of Scientific and Technical Communication Writing for Engineers and Professionals S.D. Sharma, 2007
 Manufacturing Processes (As Per the UPTU New Syllabus) S. K. Sharma, Savita Sharma, 2010-10 Manufacturing
Processes is meant for the students of B Tech in all branches of engineering namely Mechanical Electronics Computer
Information Technology Electrical and Civil This book aims to fulfill specific need Effective from 2008-09 sessions
 Electrical Machines and Control (For UPTU, Lucknow) Navani J.P. & Sapra Sonal, Single Phase Transformer Three
Phase Transformer And Autotransfer Dc Motor Three Phase Induction Motor And Servomotor Alternator Synchronous Motor
Introduction To Control System Signals And Transfer Function Modeling Of Mechanical System Time Response Analysis
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 Entrepreneurship Development (For UPTU, Sem.VII) Richa Sharma, Sapna Mathur & Nitin Tripathy, This book is meant
for B.Tech 7th semester course of all branches of Engineering of the Uttar Pradesh Technical University UPTU The book is of
immense value for budding engineers to make them better managers and successful entrepreneurs The book has been
specifically written for those students who need a broad introduction to the whole field of enterprise such as those who have
chosen entrepreneurship as an elective paper for a Bachelor's or a Master's degree **KEY FEATURES** Questions and Examples
Wherever pertinent chapters have Questions Numerical Problems and Business Examples Additional Illustrative Material
Relevant illustrations have been used as accompaniment to the text Real life Examples These have been used in boxes to
explain concepts further Introduction to Automata Theory, Formal Languages and Computation Shyamalendu
Kandar, 2013 Formal languages and automata theory is the study of abstract machines and how these can be used for solving
problems The book has a simple and exhaustive approach to topics like automata theory formal languages and theory of
computation These descriptions are followed by numerous relevant examples related to the topic A brief introductory chapter
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the fundamental concepts of the subject The book presents the subject of EMI in a comprehensive manner to the students at undergraduate level This book not only covers the entire scope of the subject but also explains the philosophy of the subject This makes the understanding of the subject more clear and interesting The book will be very useful not only to the students but also to the faculty members Any suggestions for the improvement of the book will be acknowledged and well appreciated

Fundamentals of Electronic Devices , *Engineering Physics Theory And Experiments : (As Per The New Syllabus, B. Tech. I Year Of U.P. Technical University)* Srivastava,2009 *Cryptography and Network Security* ,2012 A Textbook of Strength of Materials RS Khurmi | N Khurmi,2019 Strength of Materials Mechanics of Solids in SI Units is an all inclusive text for students as it takes a detailed look at all concepts of the subject Distributed evenly in 35 chapters important focusses are laid on stresses strains inertia force beams joints and shells amongst others Each chapter contains numerous solved examples supported by exercises and chapter end questions which aid to the understanding of the concepts explained A book which has seen foreseen and incorporated changes in the subject for close to 50 years it continues to be one of the most sought after texts by the students for all aspects of the subject The Ethical Frontier of AI and Data Analysis Kumar, Rajeev,Joshi, Ankush,Sharan, Hari Om,Peng, Sheng-Lung,Dudhagara, Chetan R.,2024-03-04 In the advancing fields of artificial intelligence AI and data science a pressing ethical dilemma arises As technology continues its relentless march forward ethical considerations within these domains become increasingly complex and critical Bias in algorithms lack of transparency data privacy breaches and the broader societal repercussions of AI applications are demanding urgent attention This ethical quandary poses a formidable challenge for researchers academics and industry professionals alike threatening the very foundation of responsible technological innovation Navigating this ethical minefield requires a comprehensive understanding of the multifaceted issues at hand The Ethical Frontier of AI and Data Analysis is an indispensable resource crafted to address the ethical challenges that define the future of AI and data science Researchers and academics who find themselves at the forefront of this challenge are grappling with the evolving landscape of AI and data science ethics Underscoring the need for this book is the current lack of clarity on ethical frameworks bias mitigation strategies and the broader societal implications which hinder progress and leave a void in the discourse As the demand for responsible AI solutions intensifies the imperative for this reliable guide that consolidates explores and advances the dialogue on ethical considerations grows exponentially Electrical Engineering (For 1st Year of UPTU & UTU) Navani J.P. & Sapra Sonal, Basic Of Concepts D C Circuit Analysis Network Theorem A C Fundamentals Analysis Of Single Phase A C Circuit Three Phase A C Circuit Measuring Instruments Introduction To Power System Magnetic Circuits Single Phase Trasformer D C Machines Induction Motors Three Phase Synchronus Machaines Papers Index **Textbook of Strength of Materials [Concise Edition]** RS Khurmi | N Khurmi,2016 A Textbook of Engineering Mechanics is a must buy for all students of engineering as it is a lucidly written textbook on the subject with crisp conceptual explanations aided with simple to

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