

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.

Technical Manual Writing Tips

**Prof. Parul Gandhi, Prof. Dr. N.K
Chadha**



Technical Manual Writing Tips:

The Insider's Guide to Technical Writing Krista Van Laan, 2012-05-15 Every complex product needs to be explained to its users and technical writers also known as technical communicators are the ones who do that job A growing field technical writing requires multiple skills including an understanding of technology writing ability and great people skills Whether you're thinking of becoming a technical writer just starting out or you've been working for a while and feel the need to take your skills to the next level *The Insider's Guide to Technical Writing* can help you be a successful technical writer and build a satisfying career Inside the Book Is This Job for Me What does it take to be a technical writer Building the Foundation What skills and tools do you need to get started The Best Laid Plans How do you create a schedule that won't make you go crazy How do you manage different development processes including Agile methodologies On the Job What does it take to walk into a job and be productive right away The Tech Writer Toolkit How do you create style guides indexes templates and layouts How do you manage localization and translation and all the other non-writing parts of the job I Love My Job How do you handle the ups and downs of being a technical writer Appendixes References to websites books and other resources to keep you learning Index *Technical Manual Writing Handbook*, 1984 **The Technical Writer's Handbook** Matt Young, 1989 This book explains how people can improve their writing style by following a few rules The first part is an introduction which provides simple guidelines for writing and organizing reports of all kinds The second part is presented in dictionary format and covers a wide variety of themes [The Art of On-the-job Writing](#) Philip Vassallo, 2005 [Technical Writing for Software Developers](#) Chris Chinchilla, 2024-03-29 Elevate your software development process with expert technical writing skills fostering clarity collaboration and successful product outcomes Key Features Optimize documentation workflows with collaborative version controlled docs as code tooling options Engage with interactive learning modules embedded throughout the book Improve software quality as a lead developer through effective communication in documentation Purchase of the print or Kindle book includes a free PDF eBook Book Description Effective documentation is key to the success of products in remote software development teams facilitating clear instructions that benefit the entire development team *Technical Writing for Software Developers* lays a solid foundation of essential grammar providing language tips and explaining how precise writing enhances documentation and walks you through the fundamental types and styles of documentation Starting with an exploration of the current state of the tech writing industry and its significance in both the software and hardware realms you'll master the building blocks of technical writing exploring tooling choices and style guides and create dynamic multimedia laden documentation This book equips you with valuable insights into the writing and feedback process to ensure continuous improvement Additionally you'll take a peek at the emerging trends and technologies including AI tools shaping the future of technical writing By the end of this technical writing book you'll have developed the expertise you need to tackle documentation requests effectively armed with the knowledge of the best

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Handbook of Technical Writing, Ninth Edition Gerald J. Alred, Charles T. Brusaw, Walter E. Oliu, 2009 This comprehensive resource organized alphabetically by topic provides guidance on the business and technical writing process real world examples in depth treatment of grammar and usage and up to date coverage of the latest office technology

Technical Writing: Past, Present and Future, 1981

Technical Writing For Dummies Sheryl Lindsell-Roberts, 2011-04-27 A complete and friendly guide to technical writing Let's face it a lot of technical documentation reads as if it had been translated into English from Venetian by a native speaker of gibberish Which is annoying for you and expensive for the manufacturer who pays with alienated customers and soaring technical support costs That's why good technical writers are in such big demand worldwide Now Technical Writing For Dummies arms you with the skills you need to cash in on that demand Whether you're contemplating a career as a technical writer or you just got tapped for a technical writing project this friendly guide is your ticket to getting your tech writing skills up to snuff It shows you step by step how to Research and organize information for your documents Plan your project in a technical brief Fine tune and polish your writing Work collaboratively with your reviewers Create great user manuals awesome abstracts and more Write first rate electronic documentation Write computer and Web based training courses Discover how to write energized technical documents that have the impact you want on your readers Wordsmith Sheryl Lindsell Roberts covers all the bases including All about the red hot market for technical writing and how to get work as a technical writer The ABCs of creating a strong technical document including preparing a production schedule brainstorming outlining drafting editing rewriting testing presentation and more Types of technical documents including user manuals abstracts spec sheets evaluation forms and questionnaires executive summaries and presentations Writing for the Internet covers doing research online creating multimedia documents developing computer based training and Web based training and writing online help Combining examples practical advice and priceless insider

tips on how to write whiz bang technical documents Technical Writing For Dummies is an indispensable resource for newcomers to technical writing and pros looking for new ideas to advance their careers U.S. Environmental Protection Agency Library System Book Catalog Holdings as of July 1973 United States. Environmental Protection Agency. Library Systems Branch,1974 **On-Demand Writing Excellence: A Comprehensive Guide for Mastering Writing Skills**

Pasquale De Marco,2025-04-11 On Demand Writing Excellence A Comprehensive Guide for Mastering Writing Skills is the ultimate guide to writing excellence empowering you to transform your ideas into compelling and impactful written communication Whether you re a student professional or aspiring author this comprehensive book provides the tools and techniques you need to master the art of writing and elevate your written expression to new heights Within these pages you ll embark on a journey to unlock your full writing potential You ll discover the secrets of crafting clear and concise sentences mastering the art of organization and coherence and utilizing effective language and vocabulary You ll learn to avoid jargon and unnecessary complexities ensuring that your writing is accessible and engaging to a wide range of audiences Furthermore you ll explore the nuances of different writing styles from expository writing to creative writing and delve into the art of storytelling learning how to craft compelling narratives and anecdotes that captivate readers You ll also gain insights into writing for different purposes and audiences adapting your writing style to suit academic professional and creative contexts But On Demand Writing Excellence A Comprehensive Guide for Mastering Writing Skills goes beyond the basics of writing It delves into the world of research and evidence teaching you how to gather and evaluate credible sources incorporate research effectively into your writing and avoid plagiarism You ll learn the art of editing and revising identifying common writing mistakes and developing techniques for effective editing and proofreading Moreover this book addresses the challenges and opportunities of the digital age providing guidance on writing for social media and online platforms With On Demand Writing Excellence A Comprehensive Guide for Mastering Writing Skills as your guide you ll not only enhance your writing skills but also develop a deeper appreciation for the power of words You ll discover new ways to express yourself connect with others and make a meaningful impact through your writing Embrace the transformative power of writing and unlock your full potential as a writer On Demand Writing Excellence A Comprehensive Guide for Mastering Writing Skills is a must have resource for anyone who wants to master the art of writing and elevate their written communication skills Its comprehensive approach insightful lessons and practical exercises make it an invaluable tool for students professionals and writers of all levels If you like this book write a review on google books *Technical Writing 101* Alan S. Pringle,Sarah O'Keefe,2003 **Writing Skills for Scientific Communication** Kaushik Kumar,Chikesh Ranjan,2025-07-16 Writing Skills for Scientific Communication is a comprehensive guide designed for researchers students and professionals striving for excellence in academic and innovative endeavours Covering every stage of the research journey it provides insights into defining research problems conducting literature reviews and crafting impactful research papers The book explores

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these guidelines help writers target their submissions to the exact needs of the individual publisher The American Directory of Writer s Guidelines is a compilation of the actual writer s guidelines for more than 1 700 publishers A one of a kind source to browse for article short story poetry and book ideas **The Exciting World of Stories: Developing Writing Skills** Pasquale De Marco,2025-08-15 In this comprehensive guide to writing you ll find everything you need to unlock your creativity hone your skills and take your writing to the next level Whether you re a beginner just starting out or an experienced writer looking to refine your craft this book has something for everyone With clear and engaging instructions you ll learn how to craft vivid descriptions create memorable characters and build captivating plots that keep readers on the edge of their seats You ll also explore different writing styles and genres from fiction to non fiction poetry to drama and more This book goes beyond the basics of writing delving into the art of storytelling the power of words and the importance of voice and style You ll learn how to use language effectively to convey emotions paint pictures and transport readers to different worlds Aspiring writers will find invaluable guidance on overcoming writer s block developing a writing routine and navigating the publishing process Whether you dream of traditional publishing self publishing or simply sharing your work with friends and family this book provides practical advice and encouragement to help you achieve your writing goals With its comprehensive coverage of writing techniques genres and the publishing landscape this book is the ultimate resource for anyone who wants to improve their writing skills and share their stories with the world It s an essential companion for writers of all levels offering inspiration guidance and the tools they need to succeed If you like this book write a review

The American Directory of Writer's Guidelines Stephen Blake Mettee,Michelle Doland,Doris Hall,2005-12 Perhaps the best kept secret in the publishing industry is that many publishers both periodical publishers and book publishers make available writer s guidelines to assist would be contributions Written by the staff at each publishing house these guidelines help writers target their submissions to the exact needs of the individual publisher The American Directory of Writer s Guidelines is a compilation of the actual writer s guidelines for more than 1 600 publishers A one of a kind source to browse for article short story poetry and book ideas **Art of Writing Research Paper** Prof. Parul Gandhi,Prof. Dr. N.K Chadha,2023-08-28 The book Art of Writing Research Paper provides a comprehensive guide to crafting effective research papers It covers essential topics across nine chapters starting with an introduction to research and research paper writing guidelines The book delves into refining research titles introducing research methodologies designing and conducting experiments addressing plagiarism and citations drafting papers preparing research paper synopses and concluding with proofreading and editing techniques With a focus on clarity structure and adherence to academic standards this book equips readers with the skills needed to create impactful and well structured research papers **Occupational Outlook for College Graduates** United States. Bureau of Labor Statistics,1977 *Resources in Education* ,2000-10 **Index of Specifications and Standards** ,2005

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Table of Contents Technical Manual Writing Tips

1. Understanding the eBook Technical Manual Writing Tips
 - The Rise of Digital Reading Technical Manual Writing Tips
 - Advantages of eBooks Over Traditional Books
2. Identifying Technical Manual Writing Tips
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Technical Manual Writing Tips
 - User-Friendly Interface
4. Exploring eBook Recommendations from Technical Manual Writing Tips
 - Personalized Recommendations
 - Technical Manual Writing Tips User Reviews and Ratings
 - Technical Manual Writing Tips and Bestseller Lists
5. Accessing Technical Manual Writing Tips Free and Paid eBooks

- Technical Manual Writing Tips Public Domain eBooks
- Technical Manual Writing Tips eBook Subscription Services
- Technical Manual Writing Tips Budget-Friendly Options
- 6. Navigating Technical Manual Writing Tips eBook Formats
 - ePub, PDF, MOBI, and More
 - Technical Manual Writing Tips Compatibility with Devices
 - Technical Manual Writing Tips Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Technical Manual Writing Tips
 - Highlighting and Note-Taking Technical Manual Writing Tips
 - Interactive Elements Technical Manual Writing Tips
- 8. Staying Engaged with Technical Manual Writing Tips
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Technical Manual Writing Tips
- 9. Balancing eBooks and Physical Books Technical Manual Writing Tips
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Technical Manual Writing Tips
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Technical Manual Writing Tips
 - Setting Reading Goals Technical Manual Writing Tips
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Technical Manual Writing Tips
 - Fact-Checking eBook Content of Technical Manual Writing Tips
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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