

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
2. Usfulness
3. Conciseness
4. Completeness
5. Clearness
6. 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.
2. Sell your ideas by fitting them into your client's needs.
3. Don't just solve the technical problems; empathize with the customer's critical needs.
4. Recognize all critical factors that evaluators will use in assessing the proposal.
5. Make sure your proposal addresses every element mentioned in the RFP.
6. Use appropriate graphics to highlight your ideas and make them easy to visualize.
7. Tailor each proposal to the needs of the specific client.
8. Anticipate and defuse objections.
9. 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

Brendan G. Carr



Uptu Technical Writing Paper:

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 fullfil 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 Stability Polar Plot Frequency Response Analysis Root Locus Techniques Process Control University Question Papers **Entrepreneurship Development (For UPTU, Sem.VII)** Richa Sharma, Sapna Mathur & Nitin Tripathy, This book is meant for BTech 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

Electronic Measurements and Instrumentation (For UPTU, Lucknow) Navani J.P. & Sapra Sonal, 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 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 ,**

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 on compilers explaining its relation to theory of computation is also given *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 Electrical

Engineering (For 1st Year of UPTU & UTU) Navani J.P. & Sapra Sonal, Basic Of Concepts D C Circuit Analaysis 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 *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

Transforming Public Administration Through AI-Driven Predictive Analytics Kumar, Pradeep, Abdul Hamid, Abu Bakar, Nand, Parma, Kumar, Rajeev, 2025-10-01 The integration of artificial intelligence AI and predictive analytics into public administration is reshaping governance policy implementation and service delivery As governments worldwide embrace digital transformation AI driven predictive analytics offers unprecedented opportunities to enhance decision making optimize resource allocation and proactively address societal challenges From forecasting public health crises to improving urban planning and streamlining social services these technologies are revolutionizing how public institutions operate Transforming Public Administration Through AI Driven Predictive Analytics explores the transformative potential of AI in governance It provides a comprehensive examination of theoretical frameworks practical applications and case studies showcasing

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