

TECHNICAL WRITING AND REPORTING

Preliminary Period

Technical Writing is a communication (in any field) which primary aim is to convey a particular piece of information for a particular purpose, to a particular reader or group of readers.

This particular information is technical; it is the formal aspect of any field from a scientific point of view.

Technical Writing is objective, clear and accurate, concise and unemotional in its presentation of facts.

Purpose of Technical Writing

1. Gives information that leads to the accomplishment of specific tasks and in the making of needed decisions. (ex. information on what to do during an earthquake, how to use safety devices to avoid fire and burns, and how to operate a new equipment, like the latest model of computer)
2. Technical Writing analyzes events and their implications, the failure of certain systems as educational, socio-economic, political, etc. and the needed changes (ex. how to save dying rivers in the country).
3. Technical Writing persuades and influences decisions by showing how a business or an industry succeeds because of just and fair treatment of labor (ex. how an agency like the NAPOCOR can improve the energy situation and save money, and how the educational system can be improved through the implementation of the recommendations of the Educational Commission to Survey Philippine Education).

Creative Writing versus Technical Writing

Creative Writing

I tried to cry, but my tears are already drained. I went to take a look at my one year old son who's sleeping on the bed in the room. He was sleeping peacefully amidst all the chaos that has happened a while ago. I took him in my arms. I took a thick blanket from the cabinet and bundled my baby. I picked up a small travel suitcase and put all the belongings that I have. I will leave him. I won't let my son grow up in a house that personifies hell. We got out of the house and started to walk on the dim alley. At last, we reached the high way; we rode on a jeepney that will bring us to the place that I can call my own home.

Technical Writing

In South Africa, Miller, Bradbury and Pedley (1998) studied the academic performance of students in mathematics and English. Their findings show that the second language, which is English, rather than being the direct cause of under-preparedness of university students, serves to compound or exacerbate a more fundamental educational or cognitive problem. Mathematical concepts are acquired through language and the problem arising from the use of the language has truly affected the learning of these concepts.

Basic Principles of an Effective Technical Writing

1. Understanding the reader- the writer needs to know the target audience; he should know how to adapt his writings and terminologies of the type of the intended audience or readers.
2. Knowing the purpose of each article and report- the technical paper should be organized around a central theme.
3. Knowing the subject matter- a technical writer should have a thorough knowledge of the subject he is about to write.
4. Organizing the material
5. Writing objectively- a technical writer should emphasize the facts and the data.
6. Using correct format
7. Adopting ethical standards

Styles in Technical Writing

Style is the writer's way of writing, a manner by which he expresses his thoughts and feelings in language.

Time flies.

Time is infinite movement without one moment of rest.

Study Guide For Technical Writing

Sharon J. Gerson, Steven M. Gerson



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Table of Contents Study Guide For Technical Writing

1. Understanding the eBook Study Guide For Technical Writing
 - The Rise of Digital Reading Study Guide For Technical Writing
 - Advantages of eBooks Over Traditional Books
2. Identifying Study Guide For Technical Writing
 - 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 Study Guide For Technical Writing
 - User-Friendly Interface
4. Exploring eBook Recommendations from Study Guide For Technical Writing
 - Personalized Recommendations
 - Study Guide For Technical Writing User Reviews and Ratings
 - Study Guide For Technical Writing and Bestseller Lists
5. Accessing Study Guide For Technical Writing Free and Paid eBooks
 - Study Guide For Technical Writing Public Domain eBooks
 - Study Guide For Technical Writing eBook Subscription Services
 - Study Guide For Technical Writing Budget-Friendly Options
6. Navigating Study Guide For Technical Writing eBook Formats
 - ePub, PDF, MOBI, and More
 - Study Guide For Technical Writing Compatibility with Devices
 - Study Guide For Technical Writing Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Study Guide For Technical Writing
 - Highlighting and Note-Taking Study Guide For Technical Writing
 - Interactive Elements Study Guide For Technical Writing
8. Staying Engaged with Study Guide For Technical Writing

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Study Guide For Technical Writing
- 9. Balancing eBooks and Physical Books Study Guide For Technical Writing
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Study Guide For Technical Writing
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Study Guide For Technical Writing
 - Setting Reading Goals Study Guide For Technical Writing
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Study Guide For Technical Writing
 - Fact-Checking eBook Content of Study Guide For Technical Writing
 - 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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