PRESENTATION ON TECHNICAL WRITING

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TECHNICAL WRITING

STEPS FOR THE TECHNICAL WRITING

- Read
- Create A Process
- Seek feedback
- Take course
- Practice

SKILLS NEEDED FOR THE TECHNICAL WRITING

- Research
- Audience Perception
- Communication skills
- Technical skills
- Writing
- Document design
- Fluency with digital tool
- User research & Testing

S No.	Technical Writing	Academic Writing
1.	It provides details & lucid information about the product	It focuses on proving theory & emphasis on the specific subject
2.	Technical writer Should have expert knowledge	Academic writer have learners knowledge
3.	It's purpose is for getting something done	It's purpose is to demonstrate what a person knows
4.	Audience of technical writing may be several people who are specifically belong to same technical field	Audience of Academic writing may be teacher or student or some people related to specific field

S No.	Technical Writing	Academic Writing
5.	In technical writing graphics, charts and number are used frequently	In academic writing graphics, charts and number are sometimes used
6.	It contains factual and straight forward content	It contain the content on specific field
7.	The knowledge of the topic is more than the reader who is going through	The knowledge of the topic is less than the teacher who is evaluating the topic

USES OF ARTICLES AND PARTS OF SPEECH IN TECHNICAL WRITING

Articles are little words that help English readers determine which specific noun is acting or being acted upon in a sentence. They include words like a, an, and the, as well as possessive words such as his, hers.

PARTS OF SPEECH

- Noun
- Verbs
- Active and passive voice
- Adjective
- Adverb
- Preposition

TECHNICAL WRITING STYLE

- **Keep the Main Idea on Top** – Place the sentence's main idea, the subject, first. The subject makes the rest of the sentence accessible.
- **Use Normal Word Order** – This order makes it easier to read as it reveals the topic first and the structures the idea.
- **Use Active Voice –** Active voice helps the reader follow the meaning quickly as it is sticking to subject-verb-object pattern.
- **Use Parallelism** – Use similar structures for similar elements.
- **Avoid Redundancy –** Redundancies are words that say the same content. Conciseness is achieved by saying anything only once.

CHARACTERISTICS OF EFFECTIVE TECHNICAL WRITING

- **Clear** – easily understood by intended audience
- **Conciseness** – clear without excess verbiage
- **Precise** – describing objects and procedures in an exact manner
- **Skimmable** – easy for readers to scan through the full document and easily find information they need.
- **Detailed** – Technical writing is very detailed and informative, leaving nothing to the imagination.

THANK YOU