

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 whetstones 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. Usefulness
3. Conciseness
4. Completeness
5. Cleanliness
6. Consistency

7. Correct Spelling, Punctuation, and Grammar
8. A Targeted Audience
9. Clear Organization
10. 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 misspelled 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 Bronic and Paul Gigliere.

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 Writing 101

Alan S. Pringle, Sarah S. O'Keefe

Technical Writing 101:

Technical Writing 101 Alan S. Pringle,Sarah O'Keefe,2003 Technical Writing 101: A Real-World Guide to Planning and Writing Technical Content (Third Edition) Alan S. Pringle,Sarah S. O'Keefe,2009-05 **The Basics of Technical Writing and Speaking** C. Edward Collins,1991 Scientific Writing in a Second Language David Ian Hanauer,Karen Englander,2013-02-17 Scientific Writing in a Second Language investigates and aims to alleviate the barriers to the publication of scientific research articles experienced by scientists who use English as a second language David Ian Hanauer and Karen Englander provide a comprehensive meta synthesis of what is currently known about the phenomenon of second language scientific publication and the ways in which this issue has been addressed **Writing for the Corporate Word** ,2001 One Hundred and One Businesses You Can Start with Less Than One Thousand Dollars Heather L. Shepherd,2007 This is a collection of businesses selected especially for stay at home parents who are interested in augmenting their income These businesses can be started with minimum training and investment and are all capable of producing extra income Most can easily be operated by one person and eventually be sold for an additional profit Many of these businesses can actually be started with less than one hundred dollars and some can really be started with next to nothing All can be operated from home Starting and managing a business takes motivation and talent It also takes research and planning This new book is intended to serve as a roadmap for starting your business It is both comprehensive and easy to use It also includes numerous web links for additional information While providing detailed instruction and examples the author leads you in developing a winning business plan and structure of the business plus accounting and bookkeeping procedures Sales and marketing techniques and pricing formulas are demystified You will learn how to set up computer systems to save time and money and generate high profile public relations and publicity while avoiding legal pitfalls Thousands of great tips and useful guidelines will help you keep bringing customers back give you low cost internal marketing ideas low and no cost ways to satisfy customers and sales building ideas 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

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Management 101 Matthew J. Culligan,1993 This text presents a compilation of Joe Culligan s back to basics books on management marketing selling strategic and operational planning publicity and communications It aims to provide a useful reference for all managers **Pocket Guide to Technical Writing** William S. Pfeiffer,2001 This book is designed to give quick access to the essentials of workplace writing It is a guide to speed organization visual appeal and correctness in 16 different

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Technical Writing 101 Book Review: Unveiling the Magic of Language

In an electronic era where connections and knowledge reign supreme, the enchanting power of language has been much more apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Technical Writing 101**," published by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound affect on our existence. Throughout this critique, we shall delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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web the control circuit is based on a cmos inverter ic1 type 40106 the motor is switched by a darlington with discrete components t1 t2 ic1a inverter operates as an oscillator whose duty cycle the t2 leads so the motor receives energy is determined by r2 c2 d3 gave the inactive signal oscillator when t2 is blocked is determined by r3 p1

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web three phase brushless dc 3 motor 2 brush dc motor 4 bipolar stepper motor basic principle an electric motor is a device converting electrical energy into mechanical energy generally a torque this conversion is usually obtained through the generation of a magnetic field by means of a current flowing into one or more coils electrical energy

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web the diagram below has two components the normally open temperature switch and the magnetic contactor the three normally closed contacts that represent the olr protection are connected in series with the motor coil and so can be treated as a single device in practice a motor starter often only has two external connection points and all internal

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web motor control circuits are often connected to lower voltages than the motor they control to make it safer for operators and maintenance personnel

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nine lead wye and delta wound motors

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web ically when voltage returns the control circuit is completed through the stop button and also a holding contact 2 3 on the starter when starter drops out this contact opens breaking the control circuit until the start button is pressed once again l3 t3 t

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web feb 26 2023 this article explains several common control circuit designs for the most typical three phase motor requirements if the motor needs to drive forward and reverse or if it needs a variable speed control then there must be a specific circuit used to drive such an application figure 1

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web jun 2 2002 hobby circuit designed by david johnson p e february 2010 12v pwm motor light controller the diagrams are for 12v operation only and there are high side common ground and low side common 12v versions the low side version of the circuit uses an n channel fet the high side version of the circuit uses a p channel fet

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web motor contactor or starter coils are typically designated by the letter m in ladder logic diagrams

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web an mcc comprises three buses for a three phase system and the cabinet consists of a circuit breaker a motor starter and a control transformer however the actual contents vary widely as per requirements the circuit breaker has a handle that goes through the door to switch it off without opening it for safety purposes

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web sep 10 2023 wiring diagrams show the connections to the controller wiring diagrams sometimes called main or

construction diagrams show the actual connection points for the wires to the components and terminals of the controller

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