The Elements of Technical Writing

Reviewed by JENNIFER PARKS

Gary Blake and Robert Bly, both authorities in the field of busi-ness 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 techni-cal field. Not only have Blake and Bly includ-ed 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 writ-ers 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. Usefulness
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 Specifi-cations," 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 evalua-tors 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 visual-ize.
8. Tailor each proposal to the needs of the specific client.
9. Anticipate and defuse objections.
10. Avoid hedging and subtlety in proposals.
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 pro-posals to their needs. For example, the follow-ing 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 oper-ations and forecasting and evaluating traf-fic 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 tai-lored 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 tai-lored 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 read-able. 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 indis-pensable part of my library.

Style In Technical Writing A Text Workbook

Ronald K. Messer

Style In Technical Writing A Text Workbook:

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and practical purposes it summarizes the research and provides recommendations for how the information can be used by designers of computer systems The articles are written primarily for the professional from another discipline who is seeking an understanding of human computer interaction and secondarily as a reference book for the professional in the area and should particularly serve the following computer scientists human factors engineers designers and design engineers cognitive scientists and experimental psychologists systems engineers managers and executives working with systems development The work consists of 52 chapters by 73 authors and is organized into seven sections In the first section the cognitive and information processing aspects of HCI are summarized The following group of papers deals with design principles for software and hardware The third section is devoted to differences in performance between different users and computer aided training and principles for design of effective manuals The next part presents important applications text editors and systems for information retrieval as well as issues in computer aided engineering drawing and design and robotics The fifth section introduces methods for designing the user interface The following section examines those issues in the AI field that are currently of greatest interest to designers and human factors specialists including such problems as natural language interface and methods for knowledge acquisition The last section includes social aspects in computer usage the impact on work organizations and work at home **Resources in Education** ,1998 **Handbook of Research on Educational Communications and Technology** David H. Jonassen,2004 This edition of this handbook updates and expands its review of the research theory issues and methodology that constitute the field of educational communications and technology Organized into seven sectors it profiles and integrates the following elements of this rapidly changing field Journal of Technical Writing and Communication ,1977 *Materials in Design Engineering* ,1958 **A manual of phonography; or, Writing by sound. [With] Key** sir Isaac Pitman,1890 *IRE Transactions on Engineering Writing and Speech* ,1959 **Courses, Components, and Exercises in Technical Communication** Dwight W. Stevenson,1981 This anthology contains 21 articles on teaching methods and assignments in technical writing The anthology is divided into three major sections The first section Courses presents plans for alternative approaches to the teaching of technical writing The second section Components offers a variety of activities for major segments within a technical writing course The third section Exercises suggests individual activities that can be completed during a few class periods within a course or component Individual articles focus on the case method simulation and in class writing group projects the functional writing model writing for publication technical illustration environmental writing decision making and problem solving and teaching nonnative speakers how to use English language articles A supplementary reading list is included RL Forthcoming Books Rose Arny,1999 *A Style Manual for Technical Writers and Editors* S. J. Reisman,1962 *Pitman's Journal of Commercial Education* ,1893 **Manual of Technical Writing** Wilbur Owen Sypherd,1957 *Engineering Design Graphics Journal* ,1981 **Successful Writing at Work** Philip C. Kolin,2003 This best selling text is more than a comprehensive introduction

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