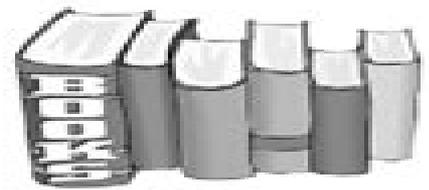


# The Elements of Technical Writing



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

**G**ary 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
3. Usefulness
4. Conciseness
5. Completeness
6. Cleanliness
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 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.
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 evaluators 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 visualize.
8. Tailor each proposal to the needs of the specific client.
9. Anticipate and defuse objections.
10. 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 Bromc and Paul Gigarec.

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 Manual Examples

**United States. Bureau of Reclamation**



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The Tech Writer's Survival Guide Janet Van Wicklen,2009 Presents a comprehensive guide that includes advice on writing editing and researching plus a glossary and solutions to common problems encountered on the job *The Technical Writer's Handbook* Matt Young,1989 This book explains how people can improve their writing style by following a few rules The first part is an introduction which provides simple guidelines for writing and organizing reports of all kinds The second part is presented in dictionary format and covers a wide variety of themes Technical Writing 101 Alan S. Pringle,Sarah O'Keefe,2003 Handbook of Technical Writing Practices Stello Jordan,Joseph M. Kleinman,H. Lee Shimberg,Society for Technical Communication,1971 Handbook of Technical Writing Gerald J. Alred,Charles T. Brusaw,Walter E. Oliu,2009 This comprehensive resource organized alphabetically by topic provides guidance on the business and technical writing process real world examples in depth treatment of grammar and usage and up to date coverage of the latest office technology **Technical Writing** Phillip A. Laplante,2016-04-19 Engineers and scientists of all types are often required to write reports summaries manuals guides and so forth While these individuals certainly have had some sort of English or writing course it is less likely that they have had any instruction in the special requirements of technical writing Filling this void *Technical Writing A Practical Guide for Engineers and Scientists* enables readers to write edit and publish materials of a technical nature including books articles reports and electronic media Written by a renowned engineer and widely published technical author this guide complements the traditional writer s reference manuals and other books on technical writing It helps readers understand the practical considerations in writing technical content Drawing on his own work the author presents many first hand examples of writing editing and publishing technical materials These examples illustrate how a publication originated as well as various challenges and solutions *Technical Writing Process* Kieran Morgan,Alison Pickering,Amanda Butler,Caity Cronkhite,Felicity Brand,John New,Steve Moss,Swapnil Ogale,2024-02-29 From the basics to advanced skills the *Technical Writing Process* is your comprehensive guide to the art and science of crafting technical documentation With eight core steps Plan Design Write Edit Review Translate Publish and Manage this guide integrates both classical writing principles and the transformative potential of modern tools like AI This book is more than a guide it s an invitation to embrace the art of writing instructions with the mentorship of our experienced technical writers Whether you re a novice writer or an industry stalwart aiming to refine your technical communication skills this book offers a blend of tried and true methods with the power of new age tools AI as a significant element of the modern toolkit receives special attention helping readers stay ahead of the curve Features Insights from industry experts around the world Real world case studies and examples Comprehensive chapters on techniques and concepts Downloadable templates to support each step in the process For exclusive discounts on our premium content use the coupon code in this book About the Authors Our writing team composed of top notch technical writers translation experts and technical documentation managers from around the

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