

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
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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 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
2. Usability
3. Conciseness
4. Completeness
5. Clarity
6. 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.
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 Brome and Paul Giguere.

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 usable, 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 Manual Writing Tips

Aiden Feynman



Technical Manual Writing Tips:

Writing Effective Technical User Manuals Pasquale De Marco, 2025-08-15 Writing Effective Technical User Manuals is the definitive guide to creating clear concise and effective user manuals This comprehensive book covers all aspects of user manual writing from gathering requirements to designing the layout Whether you are a technical writer a product manager or a customer support representative this book will give you the skills you need to create user manuals that your users will actually read and use In this book you will learn how to Gather requirements from users Organize your content for clarity Write clear and concise language Use visuals to enhance understanding Design a user friendly layout Test your manuals with users Keep your manuals up to date This book also covers the latest trends in user manual writing such as The use of artificial intelligence to generate user manuals The use of augmented reality to create interactive user manuals The use of data analytics to track user engagement with manuals By the end of this book you will be able to write user manuals that are both useful and user friendly Your users will thank you for it What's inside This book is packed with practical advice and tips on how to write effective user manuals You will learn how to Understand your users needs Write clear and concise instructions Use visuals to illustrate your points Design a user friendly layout Test your manuals with users Keep your manuals up to date Who is this book for This book is for anyone who wants to learn how to write better user manuals Whether you are a technical writer a product manager or a customer support representative this book will give you the skills you need to create user manuals that are both useful and user friendly If you like this book write a review

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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 the job I Love My Job How do you handle the ups and downs of being a technical writer Appendixes References to websites books and other resources to keep you learning Index

The Art of On-the-job Writing Philip Vassallo,2005 *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

Professional Writing Skills Wan Ezrin,2024-11-27 Professional Writing Skills by Wan Ezrin Effective communication begins with strong writing Professional Writing Skills by Wan Ezrin is a must read for anyone seeking to

elevate their ability to craft impactful professional and polished written content This book provides a clear and inspiring roadmap for mastering the art of writing with confidence and precision In an engaging and easy to follow style Wan Ezrin explores the fundamental principles of professional writing guiding readers through the nuances of clarity brevity and simplicity Whether you re drafting an email preparing a report or creating technical documents this book equips you with practical tools to write with purpose and impact Key topics include understanding your audience structuring your ideas and using punctuation effectively to polish your work You ll discover the power of active voice precision in word choice and techniques to avoid common pitfalls The book also delves into critical aspects of writing such as ethical considerations the importance of planning and organization and the often overlooked influence of fonts and typefaces on professional documents What sets this book apart is its focus on writing as a process From inquiry based writing to editing for perfection Wan Ezrin emphasizes that great writing is built on a mindset of continuous improvement This forward looking approach culminates in a discussion of the future of professional writing ensuring that readers are prepared to adapt to an evolving landscape Perfect for professionals students and anyone aspiring to communicate effectively Professional Writing Skills is a catalyst for transforming how you write and present your ideas Unlock the tools to inspire inform and connect with your readers through the power of professional writing

Technical Writing Aiden Feynman,2024-10-15 Technical Writing Mastering the Art of Clear Communication explores the crucial role of effective documentation in the digital age This comprehensive guide bridges the gap between complex technical knowledge and accessible information emphasizing the importance of clear communication in facilitating technological progress The book covers three main areas 1 Fundamentals of technical writing 2 Advanced techniques for clarity 3 The evolving landscape of digital documentation What sets this book apart is its practical approach combining theoretical foundations with hands on exercises and real world examples It draws on research from cognitive science linguistics and user experience studies to support its central argument that effective technical writing creates a bridge between complex ideas and user understanding The book progresses logically starting with basic principles and moving to advanced topics like information architecture and usability testing It also explores emerging trends such as augmented reality manuals and AI assisted writing tools By addressing both traditional print manuals and cutting edge digital documentation Technical Writing offers valuable insights for novice writers and experienced professionals alike Its interdisciplinary approach connecting technical writing to fields like cognitive psychology and information design provides readers with a fresh perspective on this essential aspect of technology journalism and innovation

Technical Writing Gordon H. Mills,John A. Walter,1978 Preliminary considerations Special techniques of technical writing Transitions introductions and conclusions Types of reports Report layout The library research report

Handbook of Medical Device Design Richard C. Fries,2000-09-14 The Handbook of Medical Device Design provides a review of regulatory and standards issues in medical device design including FDA regulations types of 510 k the ISO 9000 series and medical device directives It

identifies how to determine and document customer needs and device requirements It also establishes reliability and qua

Write Like a User Pasquale De Marco,2025-04-25 Write Like a User is the ultimate guide to creating user manuals that are clear concise and engaging Drawing on best practices from technical writing instructional design and human computer interaction this book provides a step by step framework for creating user manuals that users will actually want to read Whether you re a seasoned technical writer or a subject matter expert tasked with creating user documentation this book is an invaluable resource It covers everything from planning and structuring your manual to writing in a clear and engaging style You ll also learn how to design user friendly layouts incorporate visuals effectively and ensure accuracy and completeness Beyond the basics of writing Write Like a User also delves into the art of user experience It explores how to create manuals that are not just informative but also enjoyable to read You ll learn how to use storytelling techniques incorporate real life examples and add a touch of personality to your writing With its practical advice real world examples and engaging writing style Write Like a User is the ultimate guide to creating user manuals that are both effective and user friendly Whether you re writing a manual for a software application a consumer electronic device or a complex industrial machine this book will help you create a document that users will appreciate and find truly helpful In this book you ll learn how to Plan and structure your manual for maximum usability Write in a clear and concise style that users can easily understand Design user friendly layouts that make information easy to find Incorporate visuals effectively to enhance understanding Ensure accuracy and completeness of your content Create manuals that are not just informative but also enjoyable to read Use storytelling techniques real life examples and a touch of personality to engage your readers With Write Like a User you ll have all the tools you need to create user manuals that are both effective and user friendly Your users will thank you for it If you like this book write a review on google books Pro SQL Server 2012 BI Solutions Randal Root,Caryn Mason,2012-10-23 Business intelligence projects do not need to cost multi millions of dollars or take months or even years to complete Using rapid application development RAD techniques along with Microsoft SQL Server 2012 this book guides database administrators SQL programmers and report specialists in creating practical cost effective business intelligence solutions for their companies and departments Pro SQL Server 2012 BI Solutions provides practical examples of cost effective business intelligence projects Readers will be guided through several complete projects that build a foundation for real world solutions Even with limited experience using Microsoft s SQL Server Integration Server Analysis Server and Reporting Server you can leverage your existing knowledge of SQL programming and database design to provide users with the business intelligence reports they need Provides recipes for multiple business intelligence scenarios Progresses from simple to advanced projects using several examples Shows Microsoft SQL Server technology used to complete real world business intelligence projects The American Directory of Writer's Guidelines Stephen Blake Mettee,Michelle Doland,Doris Hall,2005-12 Perhaps the best kept secret in the publishing industry is that many publishers both periodical

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