

# Free essay about forms of technical writing

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## **INTRODUCTION**

Technical writing is a form of technical communication. It is distinguished from other types of writing through the language used. Technical writers write technical reports, paper, manuals etc., using technical terms which are specifically meant for the field. There are numerous types of technical writing which includes resume, instruction manuals, business plans, formal letters, business proposals, oral presentations, progress reports, abstracts, editorials, etc.,

## **INSTRUCTION MANUALS**

An instruction manual is a booklet or guide, which is given along with every advanced technological devices, instruments, equipment and machinery. Their purpose is to illustrate the methods of operation to the user and educate about the safety measures.

### **Characteristics: The basic characteristics of an instruction manual are listed:**

- Tailored according to audiences' needs: Not every product will have a similar set of audiences. By knowing the audience, the type and amount of instruction to be put in the manual can be known.
- Objective Oriented: User manuals are objective oriented. Their main purpose is well understood and written precisely to avoid information overload.
- Brief and Detailed: Details will be provided only when required. Otherwise, brief answers are preferred to avoid overloading users with excessive information.

- Clear Layout: User manuals have clear layout with appropriate sections in order to make it easy for the user to use it. A clear table of contents is mandatory.
- Conversational: This makes the user manual user friendly and less complicated to use. It is done by using less technical terms to prevent the user from getting confused. FAQ section is an example for this.
- Provide Examples: Examples with illustration help better understanding of the subject.
- Format Style: User manuals can be in any feasible format, like flowcharts, texts, tables, and checklist. It depends on the subject of the manual.
- Language: Fewer the words used more effective will the manual be. Mostly user manuals are written in direct speech. i. e., the instructions will be written as if the writer is speaking to the user. For e. g.: ' Press the green button to start.'

## **EDITORIAL ARTICLES**

An editorial is an opinionated news story. It is typically published on a special page called the ' Editorial Page'. Characteristics of an editorial article are listed below.

- Layout: An editorial article will have a defined structure like all other articles. It includes introduction, body and conclusion. The content of the article will include an objective explanation of any current complex issues, the writer's opinion, the opponents' opinion, and alternative solutions for the problem, a solid and concise conclusion.
- Language: The opinions of the writer will be expressed in a professional manner. A good editorial will engage issues and not persons. The language

tone used is neutral. Phrases referring to oneself are not encouraged in editorial writing. Language is maintained in a courteous and polite tone.

- Precise and Coherent: Editorial articles are very precise and to the point and at the same time they will have a good flow.

- Captures Attention: These articles are capable of capturing the readers' attention in the opening itself. They are written in a very effective manner, understanding audiences' tastes and needs.

- Thorough Knowledge: Editorial articles feature writers' thorough knowledge about the topic.

- Adequate Details: They include adequate details required to support one's knowledge on the topic, which again involves ' understanding audience'.

Answers to some important questions, which the audience will need will be provided.

## **REFERENCES**

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