

Nature and characteristics of technical writing



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Nature and characteristics of technical writing Technical writing is written communications done on the job, especially in fields with specialized vocabularies, such as science, engineering, technology, and the health sciences. Most of the technical writings are specific and concise especially in instructions, it is simple because its goal is to create a text that laymen can understand and implement, and it must be thorough or outlined and each step is clearly described. Moreover technical writings possess clarity, comprehensiveness that all the information must be provided.

Furthermore it must be correct, free from grammatical errors, punctuation mistakes and should have appropriate format standards. And Technical writing is meant to convey information and to persuade the audience.

Importance Technical writing is very important in the forms of writing and communication for professional writings such as lab reports, projects, instructions, and diagrams. Technical writing is an important part of industry because it provides all the important documentation for the functionality and application of products and services within each industry.

Also it is a big help for the engineers to be able to do better technical documents such as designing audio equipment and electronic equipment and reports. And with these they would be able to be communicated more quickly, efficiently, and productively. Also, Technical Documentation Services comprises of all activities, means and systems that provide information on how to use a product. This information in turn enables the user to understand the functioning of the product and to handle, maintain, repair and dispose it correctly and safely.

It's vital to a working business world, even a can of spray deodorant has a list of instructions on it (like don't spray this stuff in your eyes)

Characteristics of Good Technical Reports Accuracy Make sure values are transferred correctly into the report and calculations are done properly.

Mistakes may cause the reader to doubt other points of the report and reflect on the professionalism of the author. **Objectivity** Data must be evaluated honestly and without bias. **Clarity** The author should work to convey an exact meaning to the reader.

The text must be clear and unambiguous, mathematical symbols must be fully defined, and the figures and tables must be easily understood.

Conciseness Technical reports should be concisely written. Include all the details needed to fully document and explain the work but keep it as brief as possible. **Continuity** Reports should be organized in a logical manner so that it is easy for the reader to follow. It is often helpful to start with an outline of the paper, making good use of headings. **Writing Style**

A relatively formal writing style should be used when composing technical reports. The personal style of the writer should be secondary to the clear and objective communication of information **Characteristics of a good writer** Technical writing is the process of taking very technical information and processing it so a larger group of readers can understand. This involves strong writing skills, understanding the technical inputs and a creative way to display this information for the reader.

And a good technical writer is that they must be a very detail oriented person. Also, a tech writer is must be part sleuth or detective, because many

times the information needed in order to write a document cannot be found on the sources so you may need to dig deep into the brain of your subject matter expert. Another is the ability to write, it is not just writing, you must write well as a good technical writer. Moreover you will need to constantly keep yourself in a position to learn.

You will need to learn new applications or systems you are writing about.

And you will always need to learn new tools and techniques used as a writer.

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