

# 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 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 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 101

**North Carolina State University**



## Technical Writing 101:

*Technical Writing 101* Alan S. Pringle, Sarah O'Keefe, 2003      **Technical Writing 101: A Real-World Guide to Planning and Writing Technical Content (Third Edition)** Alan S. Pringle, Sarah S. O'Keefe, 2009-05      *Business and Technical Communication* Debra L. Hull, 1987 No descriptive material is available for this title      **Creating Intelligent Content with Lightweight DITA** Carlos Evia, 2018-12-07 Creating Intelligent Content with Lightweight DITA documents the evolution of the Darwin Information Typing Architecture DITA a widely used open standard for structuring technical content DITA has grown in popularity and features since its origins as an internal grammar for structuring technical documentation at IBM This book introduces Lightweight DITA LwDITA which should be read as Lightweight DITA as a proposed version of the DITA standard that reduces its dependence on complex Extensible Markup Language XML structures and simplifies its authoring experience This volume aims to reconcile discrepancies and similarities in methods for authoring content in industry and academia and does so by reporting on DITA s evolution through the lens of computational thinking which has been connected in scholarship and media to initiatives for learning to code and programming Evia s core argument is that if technical communicators are trained with principles of rhetorical problem solving and computational thinking they can create structured content in lightweight workflows with XML HTML5 and Markdown designed to reduce the learning curve associated with DITA and similar authoring methodologies At the same time this book has the goal of making concepts of structured authoring and intelligent content easier to learn and teach in humanities based writing and communication programs This book is intended for practitioners and students interested in structured authoring or the DITA standard

**Official Gazette of the United States Patent and Trademark Office**, 2004      **General Catalog** University of Missouri, 1924      *Technical Writing Basics* Brian R. Holloway, 2008 P 24      *Catalogue*, 1916 Vols for 1877 include President s report      [Annual Catalogue of the North Carolina College of Agriculture and Mechanic Arts, Raleigh, N.C.](#), 1924

**Undergraduate Catalog** North Carolina State University, 1919      **Official Register** Princeton University, 1915      *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

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*Technical Writing One Hundred One* Alan S. Pringle,Sarah S. O'Keefe,2009 Details the skills you need as a technical writer to create both printed and online content This valuable reference describes the entire development process planning writing visual design editing indexing and production You also get tips on how to write information that is more easily translated into other languages You ll learn about the importance of following templates and about how structured authoring environments based on Extensible Markup Language XML streamline the content development process This updated third edition features new information on the Darwin Information Typing Architecture DITA standard for structured authoring and it explains the impact of Web 2 0 technologies blogs wikis and forums on technical communication *Resources in Education* ,1975 Catalogue Princeton University,1920 **General Catalog** Colorado State University,1976 *General Catalog - Texas Tech University* Texas Tech University,1926 **Catalogue of Princeton University** Princeton University,1915

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## Table of Contents Technical Writing 101

1. Understanding the eBook Technical Writing 101
  - The Rise of Digital Reading Technical Writing 101
  - Advantages of eBooks Over Traditional Books
2. Identifying Technical Writing 101
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an eBook Platform
  - User-Friendly Interface
4. Exploring eBook Recommendations from Technical Writing 101
  - Personalized Recommendations
  - Technical Writing 101 User Reviews and Ratings
  - Technical Writing 101 and Bestseller Lists
5. Accessing Technical Writing 101 Free and Paid eBooks
  - Technical Writing 101 Public Domain eBooks
  - Technical Writing 101 eBook Subscription Services
  - Technical Writing 101 Budget-Friendly Options
6. Navigating Technical Writing 101 eBook Formats
  - ePub, PDF, MOBI, and More
  - Technical Writing 101 Compatibility with Devices
  - Technical Writing 101 Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Technical Writing 101
  - Highlighting and Note-Taking Technical Writing 101
  - Interactive Elements Technical Writing 101
8. Staying Engaged with Technical Writing 101

- Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Technical Writing 101
9. Balancing eBooks and Physical Books Technical Writing 101
- Benefits of a Digital Library
  - Creating a Diverse Reading Collection Technical Writing 101
10. Overcoming Reading Challenges
- Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Technical Writing 101
- Setting Reading Goals Technical Writing 101
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Technical Writing 101
- Fact-Checking eBook Content of Technical Writing 101
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
- Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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