

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

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
3. Usfulness
4. Conciseness
5. Completeness
6. Clearness
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 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 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 Techniques For Engineers

Phillip A. Laplante



Technical Writing Techniques For Engineers:

Technical Writing Techniques for Engineers Joseph Racker, 2003-01-01 Engineers' Guide to Technical Writing Kenneth G. Budinski, 2001-01-01 Annotation An engineer with experience in the automotive and chemical process industries Budinski has compiled material he used to train new engineers and technicians in an attempt to get his co workers to document their work in a reasonable manner He does not focus on the mechanics of the English language but on the types of documents that an average technical person will encounter in business government or industry He also thinks that students with no technical background should be able to benefit from the tutorial c Book News Inc **Technical Writing Techniques for Engineers** Joseph Racker, 1960 **Public Speaking and Technical Writing Skills for Engineering Students** P. Aarne Vesilind, 2007 **Research and Technical Writing for Science and Engineering** Meikang Qiu, Han Qiu, Yi Zeng, 2022-02-27 Engineering and science research can be difficult for beginners because scientific research is fraught with constraints and disciplines Research and Technical Writing for Science and Engineering breakdowns the entire process of conducting engineering and scientific research This book covers those fascinating guidelines and topics on conducting research as well as how to better interact with your advisor Key Features advice on conducting a literature review conducting experiments and writing a good paper summarizing your findings provides a tutorial on how to increase the impact of research and how to manage research resources By reflecting on the cases discussed in this book readers will be able to identify specific situations or dilemmas in their own lives as the authors provide comprehensive suggestions based on their own experiences *U.S. Environmental Protection Agency Library System Book Catalog Holdings as of July 1973* United States. Environmental Protection Agency. Library Systems Branch, 1974 **A Text Book of Scientific and Technical Communication Writing for Engineers and Professionals** S.D. Sharma, 2007 **Effective Writing Strategies for Engineers and Scientists** Donald C. Woolston, 2020-01-29 This easy to read concise book is filled with examples hints reminders and reviews designed to help engineers and scientists develop effective writing skills Use the book to learn to write better reports memos and journal articles and keep it close at hand when you have questions about organization clarity and style writing and revising rough drafts graphics workplace writing computers in writing and legal issues in writing The book also contains four helpful appendices on common errors equations and abbreviations preparing manuscripts for publication and documenting information sources Effective Writing Strategies for Engineers and Scientists provides easy training for the type of writing required of engineers and scientists gives specific advice for conveying complicated information and describes how to synthesize information according to specific writing strategies It is a must for every scientist s and engineer s bookshelf Mechatronics Engineering Exam Study Essentials Cybellium, 2024-10-26 Designed for professionals students and enthusiasts alike our comprehensive books empower you to stay ahead in a rapidly evolving digital world Expert Insights Our books provide deep actionable insights that bridge the gap between theory and

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Effective Writing Strategies for Engineers and Scientists Donald C. Woolston,1988-06-30 This easy to read concise book is filled with examples hints reminders and reviews designed to help engineers and scientists develop effective writing skills Use the book to learn to write better reports memos and journal articles and keep it close at hand when you have questions about organization clarity and style writing and revising rough drafts graphics workplace writing computers in writing and legal issues in writing The book also contains four helpful appendices on common errors equations and abbreviations preparing manuscripts for publication and documenting information sources Effective Writing Strategies for Engineers and Scientists provides easy training for the type of writing required of engineers and scientists gives specific advise for conveying complicated information and describes how to synthesize information according to specific writing strategies It is a must for every scientist s and engineer s bookshelf Mastering Engineering Mechanics Cybellium,2024-09-01 Welcome to the forefront of knowledge with Cybellium your trusted partner in mastering the cutting edge fields of IT Artificial Intelligence Cyber Security Business Economics and Science Designed for professionals students and enthusiasts alike our comprehensive books empower you to stay ahead in a rapidly evolving digital world Expert Insights Our books provide deep actionable insights that bridge the gap between theory and practical application Up to Date Content Stay current with the latest advancements trends and best practices in IT AI Cybersecurity Business Economics and Science Each guide is regularly updated to reflect the newest developments and challenges Comprehensive Coverage Whether you re a beginner or an advanced learner Cybellium books cover a wide range of topics from foundational principles to specialized knowledge tailored to your level of expertise Become part of a global network of learners and professionals who trust Cybellium to guide their educational journey [www cybellium com](http://www.cybellium.com) **Fundamentals of Civil Engineering: Principles, Practices, and**

Applications Anasuya Mondal ,Subhankar Dey,2025-05-08 Contemporary ELT Strategies in Engineering Pedagogy S. Mekala,Geetha R,2022-03-17 This book explores innovative pedagogical practices and teaching and learning strategies in the engineering curriculum for empowered learning It highlights the urgency for developing specific skill sets among students that meet the current market recruitment needs The authors present a detailed framework for fostering a higher level of competence in students especially in their communication skills their knowledge of media and technology tools and their leadership skills The book offers examples of new and effective teaching strategies including cognitive metacognitive and socio affective strategies which align well with the existing and evolving technical curriculum The book will be of interest to

teachers students and researchers of education engineering and higher education It will also be useful for English language teachers educators and curriculum developers

Technical Writing A-Z Trevor M. Young, 2005 Not intended to be read from cover to cover this book was designed instead to be a quick and useful reference for student young engineers and experienced professionals alike It provides guidelines advice and technical information for preparing formal documents covering a range of report formats e g assessment laboratory and progress reports This concise no nonsense guide provides alphabetically ordered and cross referenced topics which make it easy to find answers to questions related to writing a technical report or thesis Topics include the format and content of reports and theses copyright and plagiarism print and Internet reference citation abbreviations units and conversion factors significant figures mathematical notation and equations writing styles and conventions frequently confused words grammatical errors and punctuation It also provides commonsense advice on issues such as how to get started and how to keep your reader s attention

Technical Writing Phillip A. Laplante, 2018-07-27 Technical Writing A Practical Guide for Engineers Scientists and Nontechnical Professionals Second Edition 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 traditional writer s reference manuals on technical writing through presentation of first hand examples that help readers understand practical considerations in writing and producing technical content These examples illustrate how a publication originates as well as various challenges and solutions The second edition contains new material in every chapter including new topics additional examples insights tips and tricks new vignettes and more exercises Appendices have been added for writing checklists and writing samples The references and glossary have been updated and expanded In addition a focus on writing for the nontechnical persons working in the technology world and the nonnative English speaker has been incorporated Written in an informal conversational style unlike traditional college writing texts the book also contains many interesting vignettes and personal stories to add interest to otherwise stodgy lessons

Technical Writing for Filipino Students Rebecca D. Alcantara, Felicidad P. Espina, 2003

Compendium of Civil Engineering Education Strategies Hudson Jackson, Kassim Tarhini, 2022-06-08 This book compiles the latest strategies and information regarding civil engineering education and the skills necessary for success that are tangential to engineering including global perspectives critical and design thinking skills leadership skills assessment recruitment retention and more It is designed so that each chapter can be used separately or in combination with other chapters to help enhance and foster student learning as well as promote the development of skills required for engineering practice Features Includes overviews of successful academic approaches for each topic including implementation examples in every chapter Explains how assessment and the resulting data can be used for holistic evaluation and improvement of student learning Addresses the complexities of moral and professional ethics in engineering Highlights the importance of adopting a global perspective and the successful strategies that have been used or

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Technical Writing Gerald J. Alred, Diana C. Reep, Mohan R. Limaye, 1981 **Writing Skills For Technical Purposes**, 2006 In a world of rapid technological development people are constantly falling behind and becoming technological illiterates Technology companies are constantly struggling to find effective ways to help customers or potential customers understand the advantages or the operation of their new products Technical writing is a specialized structured way of writing where information is presented in a format and manner that best suits the cognitive and psychological needs of the readers so they can respond to a document Thus it is writing formatted and shaped to make reading as simple poignant unequivocal and enjoyable as possible It so happens that most technical writing positions are still primarily offered to those who can write effective end user manuals system design documents Web sites and the like for engineering and IT firms This book aims to teach students the skill of technical writing It is unique in that it gets to the point uses practical outlines throughout and actually shows students how to produce the most common technical documents step by step It employs a laid back approach that is focused on providing real world information in a straightforward and easy to understand manner *Blended Learning in Engineering Education* Ataur Rahman, Vojislav Ilic, 2018-11-06 Blended Learning combines the conventional face to face course delivery with an online component The synergetic effect of the two modalities has proved to be of superior didactic value to each modality on its own The highly improved interaction it offers to students as well as direct accessibility to the lecturer adds to the hitherto unparalleled learning outcomes Blended Learning in Engineering Education Recent Developments in Curriculum Assessment and Practice highlights current trends in Engineering Education involving face to face and online curriculum delivery This book will be especially useful to lecturers and postgraduate undergraduate students as well as university administrators who would like to not only get an up to date overview of contemporary developments in this field but also help enhance academic performance at all levels

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