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

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 Stake and Bly included all the necessary information concerning punctuation, grammar, and tone, they have organized the book in an easy-to-use, precise formal.

The first chapter begins with the following quote and serves as a good introduction to the material in the first chapter.

"Wewspaper reporters and technical uniters are trained to reveal almost nothing about themselves in their writing. This makes them theaks 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
- Cleamess.
- 7. Consistency

- 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:

- Learn everything you can about your prospective client and the people who will evaluate your proposal.
- Self your ideas by fitting them into your client's needs.
- Don't just solve the technical problems; empathize with the customer's critical needs.
- Recognize all critical factors that evaluators will use in assessing the proposal.
- Make sure your proposal addresses every element mentioned in the RFP.
- Use appropriate graphics to highlight your ideas and make them easy to visual-
- Tailor each proposal to the needs of the specific client.
- Anticipate and defuse objections.
- 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 Gignere.

 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 sell help you respond feature."

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 A Guide With Models

Judd E. Hollander

Technical Writing A Guide With Models:

Survivor's Guide to Technical Writing David Ingre, 2003 A comprehensive easy to use guide to key workplace communication skills Survivor's Guide to Technical Writing presents all of the essentials of workplace communication in an easy to read and easy to use format The content is comprehensive and universal and emphasizes the most practical and useful information making the concepts relevant to each user Integrating the most current technology users will discover the usage and resources available to them through a number of different media Survivor's Guide to Technical Writing reflects the most current topics and issues in technical communication and includes many cases activities and features to engage and **Technical Writing** Bonnie Carter Brinegar, Craig Barnwell Skates, 1983 **Resources in Education** enrich learning ,1998 An Introductory Guide to EC Competition Law and Practice Valentine Korah, 1994 The Essential Guide to Prompt Engineering Vladimir Geroimenko, 2025-03-17 This book provides a concise yet comprehensive guide to mastering the entire spectrum of prompt engineering from fundamental concepts to pro level techniques and essential security considerations Filled with practical examples and detailed explanations it delivers actionable knowledge that can be directly applied to AI projects The guide includes dedicated chapters on key challenges and security issues equipping readers to overcome significant obstacles they may encounter It outlines a clear pathway to the art and science of prompt engineering offering the tools and insights for a successful journey into the rapidly evolving world of generative AI With its holistic approach and coherent structure this book is an indispensable resource for AI developers professionals in related fields enthusiasts graduate and undergraduate students and anyone keen to enhance the efficiency of their interactions with Modeling and Estimation of Structural Damage Jonathan M. Nichols, Kevin D. Murphy, 2016-01-08 AI models Modelling and Estimation of Damage in Structures is a comprehensive guide to solving the type of modelling and estimation problems associated with the physics of structural damage Provides a model based approach to damage identification Presents an in depth treatment of probability theory and random processes Covers both theory and algorithms for implementing maximum likelihood and Bayesian estimation approaches Includes experimental examples of all detection and identification approaches Provides a clear means by which acquired data can be used to make decisions regarding maintenance and usage of a structure Basic Cost Engineering Kenneth King Humphreys, Paul Wellman, 1987 Legal **Technique** Christopher Enright, 2002 This title is no longer stocked by us It is now available directly from Christopher Enright cenrigh2 une edu au How should lawyers go about their tasks in working with law in making interpreting using reading and writing law Enright's book describes clear and simple techniques for working with law It explains why the technique is needed and what it achieves and then provides a model for doing it Each model consists of a step by step guide for performing the relevant task Legal Technique is structured to be the textbook in an introductory law course where the techniques are described and intended for re use in later courses on substantive law where these techniques must be further

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