Technical Communications

1. INTRODUCTION

Topics

I. **Introduction**

II. **General Strategies for the Writing Process**

III. **Visual Elements**

IV. **Specific Applications**

V. **Readability**

- ⊡ **Additional Materials**

Part 1 - Introduction

1. Introduction…

Part 2 - General Strategies for the Writing Process

- **General Strategies for the Writing Process**
    2. **Generating Ideas**
    3. **Identifying Audiences and Purposes**
    4. **Constructing Arguments**
    5. **Stating Problems**
    6. **Drafting and Word Processing**
    7. **Testing and Revising**

Part 3 - Visual Elements

- **Visual Elements**
    8. **Selecting Visual Elements**
    9. **Creating Visual Elements**

Part 4 - Specific Applications

- **Specific Applications**
    12. **Basic Features of Reports**
    13. **Memos, Short Informal Reports, and Progress Reports**
    14. **Feasibility Reports**
    15. **Long Reports**
    16. **Proposals**

    18. **Theses and Journal Articles**
    19. **Oral Presentations**

Part 5 - Readability

- **Readability**
  21. **Readability: General Principles**
  22. **Writing Paragraphs**
  23. **Using Parallelism**
  24. **Maintaining Focus**
  25. **Creating Flow between Sentences**
  26. **Editing for Emphasis**

Additional Material

- *"Technical Communication" – Mike Markel*
  - Writing Collaboratively
  - Creating Websites

Homework

- In a memo to your instructor, describe and evaluate one of the owner's manual from
  - http://www.huffybikes.com/resources/manuals.html

  1. To what extent does it meet the measures of excellence discussed in this introduction?
  2. In what ways does it fall short of these measures?

- Submit a photocopy or printout of the manual you chose with your memo.