What is
Technical Writing?

ENG 112
Professor Katherine Delhagen

*Turn up your sound and make sure
you listen to every slide of the presentation!

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What is Technical Writing?

- Workplace Writing
  - Memos, Resumes/Cover Letters, Advertisements, Business Proposals
- Community Writing
  - Instructions, Manuals, Medical Documents, Tax Documents
- Professional Writing
  - Research, Conference Presentations, Grant Writing

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What makes a technical document effective?

Accessible and Efficient

- Content - all and only necessary information
- Organization - logical and for emphasis
- Style - easy to read and understand
- Design - professional, helpful, and visually appealing

How is this class different from English Composition 102?

- Focus on writing used in most careers after college
- Reader-centered
- Short documents
- Formal tone, carefully proofread
- Improve communication skills
- Practice research and citation

So what will we write in this class?

- Memos
- Resumes/Cover Letters
- Document Design
- Instructions
- Research Proposal
- Outline
- Research Paper

See Chapters 1, 2, and 6

- For more detailed information on Technical Writing and for sample documents, read chapters 1, 2, and 6 in your textbook

Technical Communication

John M. Lannon • Laura J. Gurak

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