



Certified Technical Writer Sample Material

V-Skills Certifications

**A Government of India
&
Government of NCT Delhi Initiative**

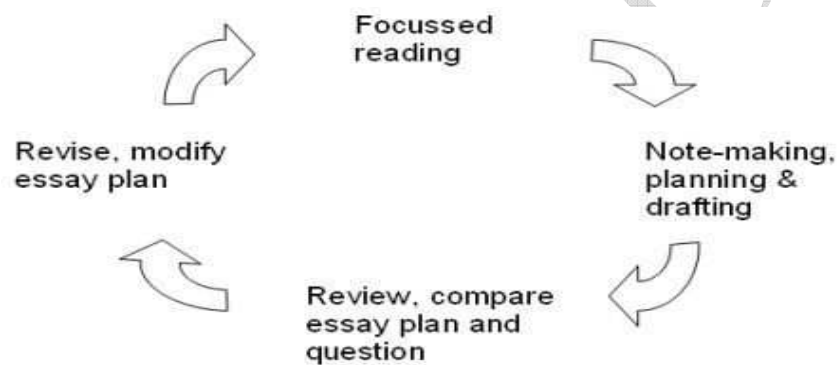
V-Skills



1. PLANNING TO WRITE



Technical writing is just like any other forms of writing. People who love writing on different genres now have the opportunity to write on the upcoming technologies. Technology is a very broad term and those who have the technical know-how and crave for writing can go for technical writing. Our article will make it easier for you to understand as how you can go for it.



For becoming a technical writer, the foremost step is to plan out the way you want to write. You can start by writing on any issue as it will give you the knowledge of how to start your career in this domain. Planning requires focusing on the reader's needs and then determining the content and structure of your article. Ok, since this is getting a bit boring, I will address how you can make a long-term planning for a successful career in technical writing.

1.1. The Quest

One needs to have a desire to search and conceptualize as much topics on the emerging technologies as well as the previous ones. The quest for writing on the technicalities is like a never-ending process. One should also get a technical communication degree so that it will enhance your knowledge as well as your skill in a particular domain. Many colleges are offering courses and degree for technical communications. So, one should grab this opportunity and make the most of it. You can also join forums and seminars to get deeply associated with the emerging society. Understanding the pros and cons of the technology will give you an idea as how you can address your views through your writing to the society. As I told you, quest for technical writing is an ongoing process, so it is advisable to keep your patience and focus intact.

1.2. Technical Writing Theorems

Your writing will be of no use until and unless it makes a sense to both the technical and non-technical people. So you should try to make complex things easier and for this you can follow the technical writing theorems and they are as follows

Writing short sentences- Making short but meaningful sentences is the catch of everything. Being a technical writer, the whole lengthy essay would not work much. All you need is to jot down the points and come out with a clear and concise sentence.

Using plain and short words- Your article should have a clear and direct meaning for the readers. In the process of making an article more appealing, writers end up using difficult words which makes more difficult for the readers to understand. Hence, say yes to plain and short words.

Active versus passive construction- It is very important for the writers to understand the difference between active and passive speech so that they can address the specificity of a particular object or thing.

Creating a logical flow in technical documents- People usually gets attracted towards the visual representation. This is where the writers should make use of diagrams or pictorial representation to make their articles more easily grasped.

Use technical terms and jargon- Your article is going to be technology based and hence it becomes important to use the technical terms related to a particular topic as well as defining the terms for simplifying things for the readers.

1.3. Technical Writing Can Be Creative

Technical and scientific writing usually are dull in nature as it lacks creativity of novels or other creative literary products. But technical and scientific writing can be highly creative and engaging when the writer goes beyond the dull and boring narration of scientific facts.

A technical writer needs to think of the most effective way to present information that is accessible to many levels of readers. In doing so, they need to find ways to interpret the truth and turn it into a usable and user-friendly document. It takes a certain amount of creativity to assemble a document that can work for many reading levels and experience levels. While a technical writing document may never include metaphors or literary references, a creative process is a must.

1.4. The Value of Technical Communication to You

So far we dealt with how to get started with technical writing and communication. Now we discuss about the values of technical communication. Importance of technical writing has become inevitable part of everyone's life as with the growing need of technology there is an urge in learning and knowing what's new around. This is where delivering right information at the right time has become very important. This can be achieved through technical writing. The following values of technical writing are as follows

- ✓ Serves as an informative medium in organization
- ✓ Students can get an easy access of knowledge and can become more oriented towards emerging technologies
- ✓ Technical communication promotes technological research

- ✓ Helpful in learning the mechanics and methodology of technologies
- ✓ It enhances teamwork, communication and flexibility behavior

1.5. Comparing Technical Writing to Engineering and Science

Engineers are very well trained in their core fields and science gives them the more knowledge that they could easily attain from. Now the question is that despite being so educated and qualified, are these engineers able to communicate well about their respective projects with different people? Technology has been emerging since 18th century and with this expansion there has been a dire stress on the budding talents who can appropriately deliver the right information in simplest terms. Obviously, engineering and science will give the engineers to bring a new technology but if they are not good in oral and written areas, then their efforts will go unobserved. Thus, technical communication and technical writing are the areas that should be given of same importance as the main subjects. The following points illustrate the similarities and differences between the two

- ✓ Science is an art of understanding the natural phenomenon and with gaining scientific knowledge through experiments and results whereas technical writing is an art of understanding the perspective of a change and delivering those understandings through words. Both science and technical writing requires prolonged research and observation on a particular subject.
- ✓ Science and engineering contributes in making of new development in the society whereas technical writing does the job of entailing these developments. However with the integration of both, messages in the form of information get amplified when they spread naturally.
- ✓ Science is all about centrality and interest towards a particular subject whereas technical writing is creating a network of people or audience and does the job of influencing each one through their writing. But both science and engineering can turn out to be contagious as both focus on the ideas and regular experiments and gradually emerge successful through previous mistakes.
- ✓ Science illustrates an experiment but technical writing illustrates the correct way of performing an experiment. The scope of both science and technical writing is wide; all you need is the correct guidance and correct way of looking into things.

Engineering and science together with technical communications is like icing on the cake. Being an engineer, I would recommend the budding talents to try out writing and communicate as much as possible and at the same time be thorough with your respective domains and specialization and contribute in shaping a new society.

1.6. Summary

- ✓ This chapter focuses on beginning with planning to write. A person who long for writing can start with going through several textbooks and then give a shot on writing.
- ✓ The regular quest will keep you engaged in knowing your shortcomings and improving you for the better.
- ✓ Learn the basic writing theorem as it will be very helpful and useful on a daily basis.
- ✓ Knowing the value of technical communication as a writer will enable you to work with dedication which in turn will enable the readers to value your write-ups.