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JAIPUR ENGINEERING COLLEGE AND RESEARCH CENTRE

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Year & Sem – 2nd Year, 3rd Sem

Subject – Technical Communication

Unit – 01

Presented by – Sonia Khubchandani (English & Humanities)

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VISION AND MISSION OF INSTITUTE

To become a renowned centre of outcome based learning, and work towards academic, professional, cultural and social enrichment of the lives of individuals and communities.

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VISION AND MISSION OF DEPARTMENT

- Focus on evaluation of learning outcomes and motivate students to inculcate
- research aptitude by project based learning.

- Identify, based on informed perception of Indian, regional and global needs, the
- areas of focus and provide platform to gain knowledge and solutions.

- Offer opportunities for interaction between academia and industry.

- Develop human potential to its fullest extent so that intellectually capable and
- imaginatively gifted leaders may emerge.

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Course Objective

CO1: able to express themselves better in technical writing by understanding the concept, style and methodology used in Technical communication.

CO2: able to pursue higher studies by working on all aspects of English Language and also develop a better understanding of process and design of technical texts.

CO3: able to get an in depth knowledge of technical communication used in professional life by getting to know all the forms and aspects of Technical Communication.

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TECHNICAL COMMUNICATION

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Introduction

Let’s start

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Introduction

Technical Communication is a process of communication that help users to accomplish a defined goal or task . The main purpose is to give a specific information related to some particular task. Technical communication can be either written or verbal communication that can help users to communicate on their specialized topics to accomplish a defined goal or task. It is helpful to assist users who need specific information on completing tasks, using products, operating equipment, and so on.

Technical communication and General communication

Is there any difference ?

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What's the difference between technical communication and General Communication

Technical Communication

1. It has fixed technical message .
2 . It is always formal.
3 It has a set pattern.
4 it can be verbal or non verbal .
5 The audience are fixed.
6 It involves reports ,graphs and pie charts and proper data.

What's the difference between technical communication and General Communication

General communication

1. Contains a informal message.
2. Informal style and approach.
3. No fixed pattern of communication .
4. It is non verbal .
5 . Audience are varied .
6 it has no fixed technical term(vocabulary).

Characteristics of Technical communication.

- It addresses specific audience or particular group.
- It showcases the organisation aims and objectives.
- It is produced collaboratively
- It is represented in form of words and images.
- It is also a replica of culture of a particular organisation .

Things to be kept in mind

- The thing we should always have in mind is the **Audience**

- Technical communication usually takes place among professionals in their field and they discuss on some on some specific project on some guidelines , The technical document should be such Firstly in which the reader should **get the organized information** that can lead to quick understanding along with decision making . Secondly It should be fruitful in inviting other ventures.

Note

- How familiar are readers with the terms used by the writer .
- In what best way the terms used can be explained?

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Technical document

Let’s talk about types….

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Types of Technical Documents :-

We will only see how technical communication works in a organization and what are the forms of technical communication .

Memos, Graphics, Letters, Fliers, Reports, Newsletters, Presentations, Web pages, Brochures, Proposals, Instructions, Reviews, Press Releases, Catalogs, Advertisements, Handbooks, Business plans, Policies and procedures, specifications, instructions, style guides, agendas and so forth.

More or frequently used :-

- It includes all types of notices , minutes of meeting , circulars quarterly and annually reports and manuals.
- Emails , ,Web pages, and even social media.

Engineers and good professionals should have the following skills if they have the below skills then only they can make their communication effective...

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- Clear and concise to help people get the main idea quickly.
- Technical terms and technical aids are used. (specific vocabulary, graphics , table , diagrams , maps and charts ,)
- Focus on a particular audience or type of work.
- Easily-identified thesis statement.
- Contains accurate information .

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Features of Technical communication

Let’s talk about it….

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Let’s review some user experiences

- Reader oriented
- Approachable & efficient
- Delievered in hard copy or soft copy
- Often produced by groups

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Importance of Technical communication

Let’s discuss….

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Importance

- It is the heart and soul of the organization as it s helpful in recruiting , functioning , decision-making and coordinating whether it is business enterprise, administrative ,academic organization, or medical firm or IT industry.
- Good qualitative information will always help a company to grow.
- Technical communication is a field that makes our life easier and more productive

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REFERENCES/BIBLOGRAPHY

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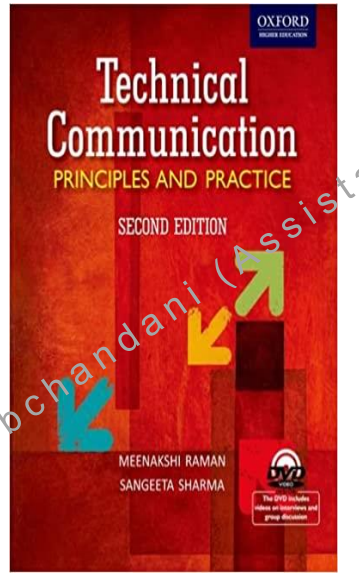

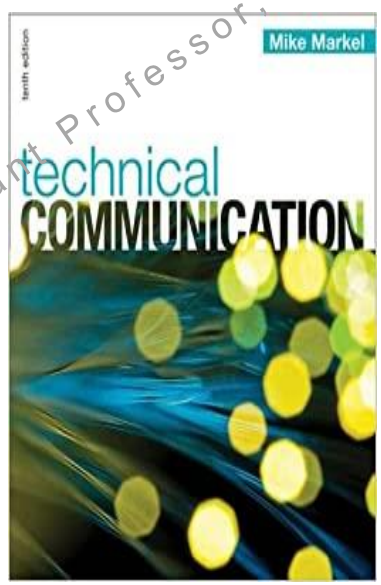

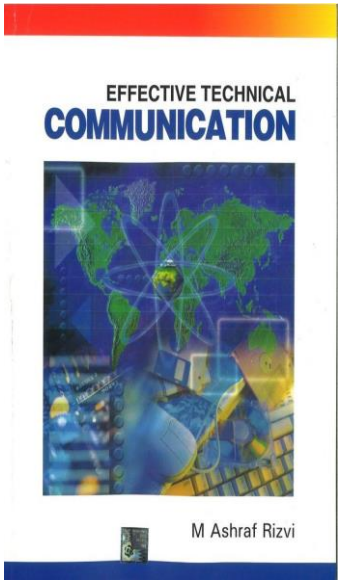

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Thank You!

Any questions?

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