



JECRC Foundation



**JAIPUR ENGINEERING COLLEGE
AND RESEARCH CENTRE**

JAIPUR ENGINEERING COLLEGE AND RESEARCH CENTRE

Year & Sem – 2nd Year, 3rd Sem

Subject – Technical Communication

Unit – 03(1)

Presented by – Sonia Khubchandani (English & Humanities)



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JAIPUR ENGINEERING COLLEGE
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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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JAIPUR ENGINEERING COLLEGE
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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.

No matter how many technical skills you have, you still need to deal with people at a level they can understand, so communication skills are just as important as technical skills. —Paula Anthony, Tech

What is Technical writing? ❓

Writing that focuses on instrumental discourse (discourse that aims to do something) ❓

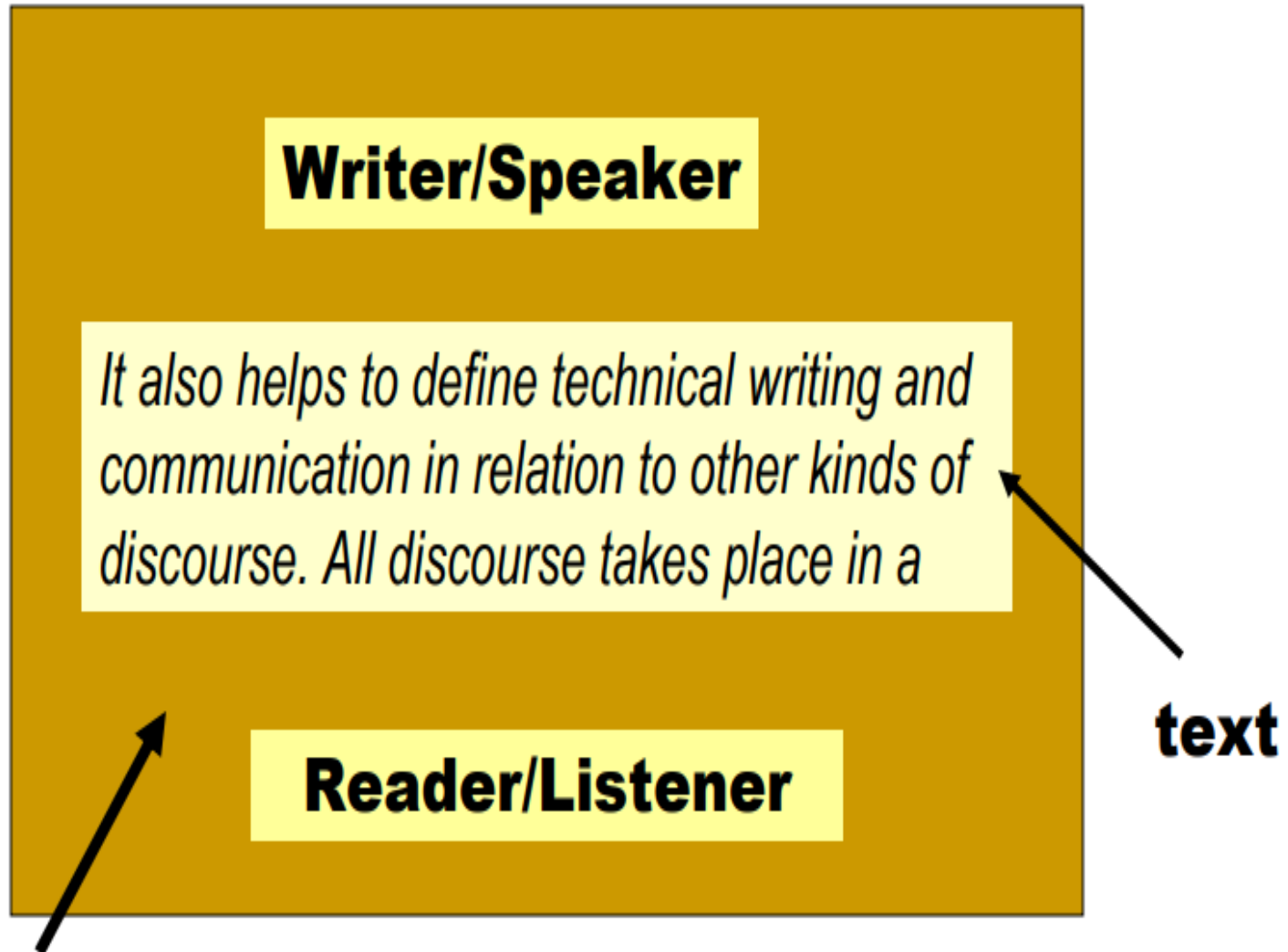
e.g. computer manuals (print and help screens) ❓

Assembly instructions for toys, appliances, games

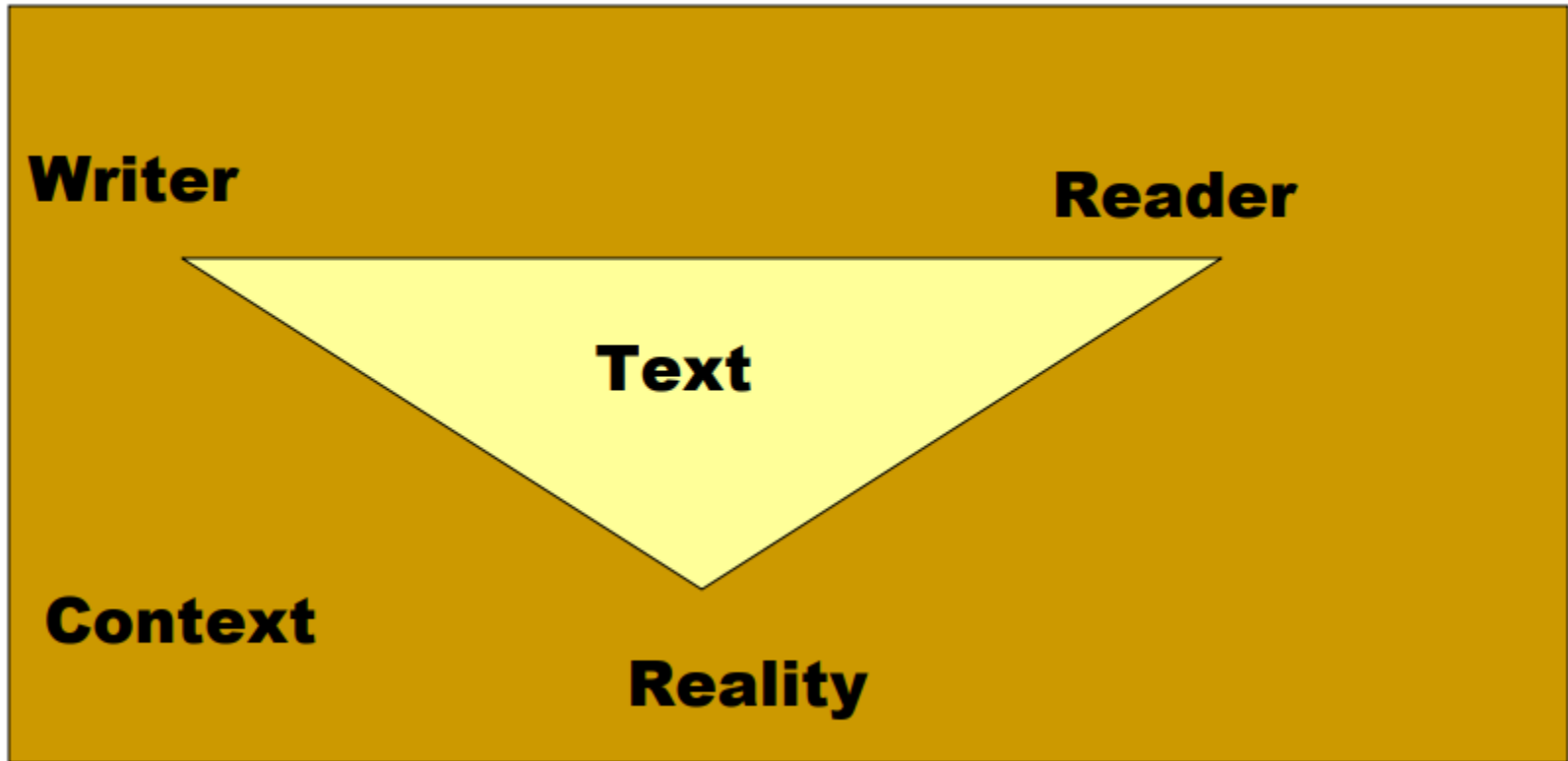
Purpose of all these documents: ❓To inform ❓To be “instruments” or tools for people to use to get things done. The documents you will write in this course all share this sense of purpose.

Essential for technical communication

IPUR



context



STAGES OF WRITING

JAIPUR



Sonia

- Next Factor is Audience
- The audience are the important factor that is to be considered at the top most in technical writing , you are supposed to write a highly technical subject but in such a way that a beginner can understand it.
- Following things have to be noted before designing :-
- Accumulating information:-
 - a) Style of writing
 - b) Type of document.
 - c) Type of Audience
 - d) Resources to be used
 - e) Subject matter that is to be written.

Designing Document

Sorting of information.

Preparing a draft of the outline.

Sequencing the information as per importance.

Arranging as per format.

Essential details and examples with supporting documents.

Provides information about the type of document.

- Creating Document
 - a). Development of the design
 - b). Writing style should be simple
 - c). Avoid jargons
 - d). User friendly language
- Reviewing document
 - a) Self review
 - b). Client review
 - c). Technical review
- Publishing Document
 - a). Soft copy /CD /DVD
 - b). Print or bind

- There are mainly two types of discourse
Written and Oral
- The difference between speech and writing is referred to as channel or medium as both of the discourses needs some processes .
- Difference between the two is spoken has to understood at the spot whereas written can be referred several times. Spoken is fast as compared to written.

Difference between Spoken and Written discourse.

1. Spoken gestures, body language.

2. Intonation

3. Pitch range

4. Stress

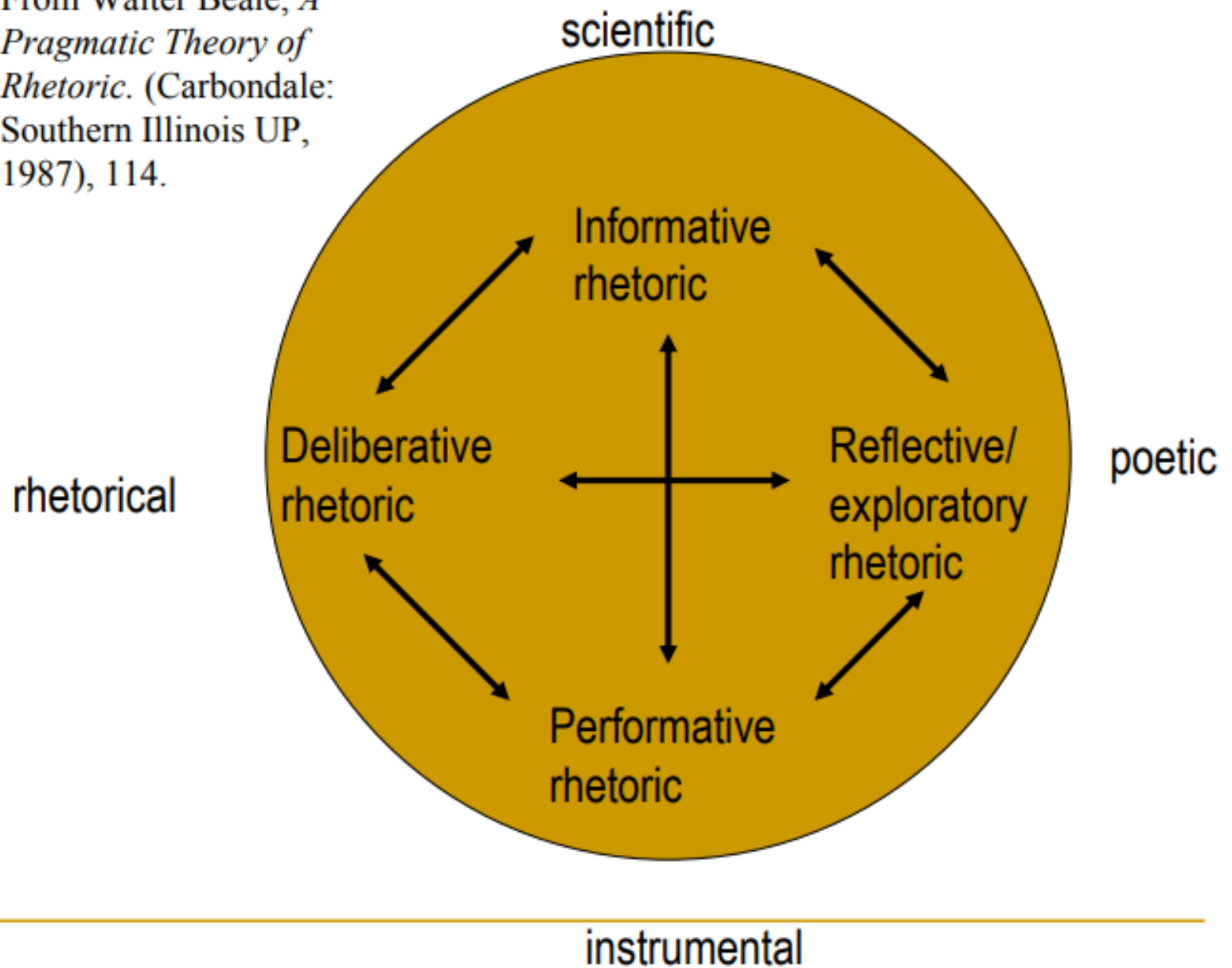
5. Rhythm

6. Pausing and Phrasing :- a small gap measured.



- INTERRELATION BETWEEN THE TWO
- Oral informal letters, poetry .
- Written Focus on writer/speaker: expressive ☐
Journals, diaries, manifestoes ☐
- Focus on reader/listener: persuasive ☐
Advertising, editorials in newspapers ☐
- Focus on reality: technical & scientific
- ☐Textbooks, reports, manuals ☐Focus on text:
literary ☐Poetry, plays, fiction, non-fiction

From Walter Beale, *A Pragmatic Theory of Rhetoric*. (Carbondale: Southern Illinois UP, 1987), 114.



The Diagram highlights the dual aims of discourse

- A piece of writing can both persuade and inform (e.g. newspaper report on school lunches)
- Any piece of writing has at least two aims
E.g. Your resume
Informative and persuasive

Audience and Purpose

- Understand your audience for a piece of writing
 - Understand your purpose for a piece of writing
- The better you understand your audience and purpose, the better your document you will accomplish your goals .

- **Revising, Editing, and Proofreading of Drafts**
- **Revision** involves analyzing the global level and paragraph level organization of the document, and making changes to your draft on a global, paragraph, and sentence level to ensure that:
 - The document addresses its purpose
 - The document supports any claims its makes (main claims and secondary claims)
 - The structure of the document is logical and supports the purpose and main claims
- **Editing** involves looking at each sentence carefully, and making sure that it's well designed and serves its purpose.
- **Proofreading** involves checking for grammatical and punctuation errors, spelling mistakes, etc. Proofing is the final stage of the writing process

Bibliography

- <https://ecp.engineering.utoronto.ca/resources/online-handbook/the-writing-process/revising-editing-and-proofreading/>
- <https://sites.uai.bertha.ca/~graves1/engineering.pdf>

Thank You

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