

WHAT IS TECHNICAL WRITING??

...and why do I care?

Technical writing is a writer's presentation of information that:

Examples of technical writing are:



3 Main Things:

1. Focus on the _____
**Your audience changes your tone, word choice and format.
2. Know your _____
**Know what your audience needs.
3. Catch 'em _____
**Put the most important information first!



Three Types of Tone

1. _____ - when you desire to sound like an authority figure
2. _____ - when you desire to get your way
3. _____ - when you are the knower of all things



BUT.
WHY??????

- Because _____ in _____ writes.
- The average employee spends _____ of his/her work week writing.
- It shows your employer and clients that you can _____ logically and _____ clearly.
- It's an extension of your _____ skills which is required in all jobs.