

Technical writing with purpose

# 1. If the purpose of technical writing is to inform, then we can categorize it in...

Technical writing with the purpose of informing is common in various fields. Here are a few examples:

## 1. User Manuals:

- Example: A user manual for a digital camera explaining how to operate different settings, capture images, and troubleshoot common issues.

## 2. Scientific Reports:

- Example: A scientific report detailing the methodology, results, and conclusions of an experiment, providing a clear understanding of the research process.

## 3. Software Documentation:

- Example: Documentation for a software application, outlining installation steps, system requirements, and detailed instructions for using each feature.

## 4. Product Specifications:

- Example: Specifications for a new smartphone, detailing its technical features, dimensions, display specifications, and connectivity options.

## 5. Safety Procedures:

- Example: Workplace safety guidelines outlining proper procedures for handling hazardous materials, emergency response protocols, and safety equipment usage.

## 6. Engineering Reports:

- Example: An engineering report describing the design, construction, and functionality of a bridge, including technical details and structural considerations.

## 7. Medical Instructions:

- Example: Instructions for administering a specific medication, including dosage information, possible side effects, and precautions.

In each case, the primary goal is to convey information in a clear, concise, and precise manner, ensuring that the reader can understand and follow the provided instructions or grasp the presented information effectively.

## 2. If the purpose of technical writing is to instruct then it can be classified into

When the purpose of technical writing is to instruct, it can be classified into various types based on the nature of the instructions and the intended audience. Here are some common classifications:

### 1. Procedural Documents:

- These provide step-by-step instructions on how to perform a task or process. Examples include user manuals, installation guides, and operating procedures.

### 2. Training Manuals:

- Manuals designed for training purposes, providing comprehensive instructions for acquiring specific skills or knowledge. They are often used in educational or professional training settings.

### 3. How-To Guides:

- These guides offer clear and concise instructions on accomplishing a particular task. They are often used for tasks that users may not be familiar with.

### 4. Recipes and Cooking Instructions:

- Technical writing in the form of recipes and cooking instructions provides detailed steps for preparing a dish, specifying ingredients, quantities, and cooking methods.

### 5. Assembly Instructions:

- These documents guide users through the process of assembling a product. Common examples include furniture assembly instructions or DIY kits.

### 6. Troubleshooting Guides:

- Documents that help users identify and solve problems with a product or process. They often include a series of questions and solutions to diagnose issues.

### 7. Compliance Manuals:

- Manuals outlining regulations, standards, or guidelines that individuals or organizations must adhere to. They provide instructions on maintaining compliance.

### 8. Technical Training Materials:

- Materials used for training purposes in technical fields, such as engineering or IT, providing detailed instructions on specific technical processes or systems.

These classifications highlight the diversity of instructional technical writing, catering to various needs and industries by delivering clear and effective guidance to the intended audience.

### 3. If the purpose of the technical writing is to propose then we can categorize the writing into

When the purpose of technical writing is to propose, it typically involves suggesting a course of action, a solution to a problem, or a new idea. Here are some classifications of technical writing in the context of proposals:

#### 1. Project Proposals:

- These documents outline plans for undertaking a specific project. They include details such as objectives, timelines, resources required, and anticipated outcomes.

#### 2. Research Proposals:

- Proposals designed for academic or scientific research, detailing the research question, methodology, expected results, and the significance of the study.

#### 3. Business Proposals:

- Documents aimed at proposing a business venture, partnership, or investment opportunity. They typically include financial projections, benefits, and potential risks.

#### 4. Grant Proposals:

- Proposals submitted to request funding or grants for a particular project, research, or initiative. They often include details on the project's goals, budget, and expected impact.

#### 5. Product or Service Proposals:

- Proposals outlining the features, benefits, and potential value of a new product or service. They may include market analysis and competitive advantages.

#### 6. Policy Proposals:

- Documents suggesting changes or improvements to existing policies. They provide a rationale for the proposed changes and outline potential benefits.

#### 7. Training Program Proposals:

- Proposals for implementing new training programs within an organization. They detail the objectives, content, and expected outcomes of the proposed training initiative.

#### 8. Technology Proposals:

- Documents proposing the adoption or development of new technologies. They may include cost-benefit analyses, implementation plans, and potential impact assessments.

In these cases, the goal is to persuade the audience by presenting a well-structured and compelling argument in favor of the proposed idea or action. Effective proposal writing involves clear communication of the proposal's purpose, benefits, and feasibility.

## 4. If the purpose of the technical writing is to recommend then it can be classified into

When the purpose of technical writing is to recommend, it involves providing guidance on the best course of action, suggesting specific solutions, or advising on particular choices. Here are classifications of technical writing in the context of recommendations:

### 1. Recommendation Reports:

- Comprehensive reports that assess a situation, identify potential solutions, and recommend the most suitable course of action. These reports often include analysis, supporting data, and a rationale for the recommendation.

### 2. Policy Recommendations:

- Documents suggesting changes or improvements to existing policies. They provide a rationale for the recommended changes and outline potential benefits.

### 3. Process Improvement Recommendations:

- Reports or documents that propose enhancements or changes to existing processes within an organization. They focus on optimizing efficiency, reducing costs, or improving overall effectiveness.

### 4. Product or Service Recommendations:

- Documents suggesting the adoption or implementation of specific products or services. They often include comparisons, benefits, and potential impact assessments.

### 5. Technology Recommendations:

- Reports recommending the adoption, upgrade, or integration of new technologies. They may include considerations such as cost, compatibility, and efficiency.

### 6. Training Program Recommendations:

- Documents advising on the establishment or modification of training programs within an organization. They may recommend specific content, methodologies, or delivery formats.

### 7. Environmental or Sustainability Recommendations:

- Reports proposing eco-friendly practices, sustainability measures, or environmental improvements. They may include analyses of the environmental impact and cost-effectiveness.

### 8. Health and Safety Recommendations:

- Documents advising on measures to enhance health and safety in a workplace or specific environment. They may suggest changes to protocols, equipment, or training programs.

In recommendation-focused technical writing, the emphasis is on providing clear and persuasive guidance to help stakeholders make informed decisions or implement positive changes based on the suggested recommendations.

## 5. If the purpose of the technical writing is to persuade then it can be classified into

When the purpose of technical writing is to persuade, the focus is on influencing the reader's opinions, decisions, or actions. Here are classifications of technical writing in the context of persuasion:

### 1. Persuasive Proposals:

- Documents aimed at convincing the reader to accept a proposed idea, project, or solution. They emphasize the benefits and advantages of the proposal.

### 2. Business Cases:

- Reports that present a persuasive argument for a particular business decision, investment, or strategy. They typically include cost-benefit analysis, risks, and projected outcomes.

### 3. Marketing Collateral:

- Materials designed to persuade customers or stakeholders about the value of a product, service, or brand. Examples include brochures, product descriptions, and promotional content.

### 4. Advocacy Letters or Memos:

- Documents written to advocate for a specific cause, policy, or course of action. They present compelling arguments to influence the reader's perspective.

### 5. Sales Presentations:

- Written materials or scripts for presentations aimed at persuading potential clients or stakeholders to purchase a product or service. They highlight key features, benefits, and value propositions.

### 6. White Papers:

- In-depth reports that present a persuasive argument on a specific issue, technology, or solution. They often include research, analysis, and recommendations.

### 7. Opinion Pieces or Editorial Articles:

- Written pieces intended to persuade readers about a particular viewpoint or stance on a relevant issue. They often leverage evidence, logic, and persuasive language.

### 8. Change Management Documents:

- Documents persuading employees or stakeholders to support and embrace organizational changes. They address concerns and highlight the positive aspects of the proposed changes.

In persuasive technical writing, the author aims to influence the audience's beliefs or actions by presenting a convincing and well-supported argument. The tone is often strategic, using rhetorical devices and evidence to build a compelling case.

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