Essential Tips for Professional Technical Writing

An eBook by Tarjama

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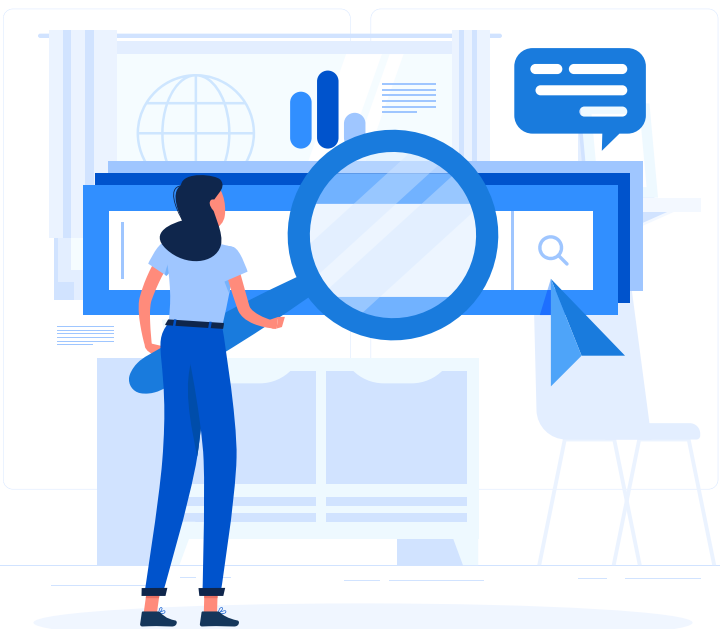
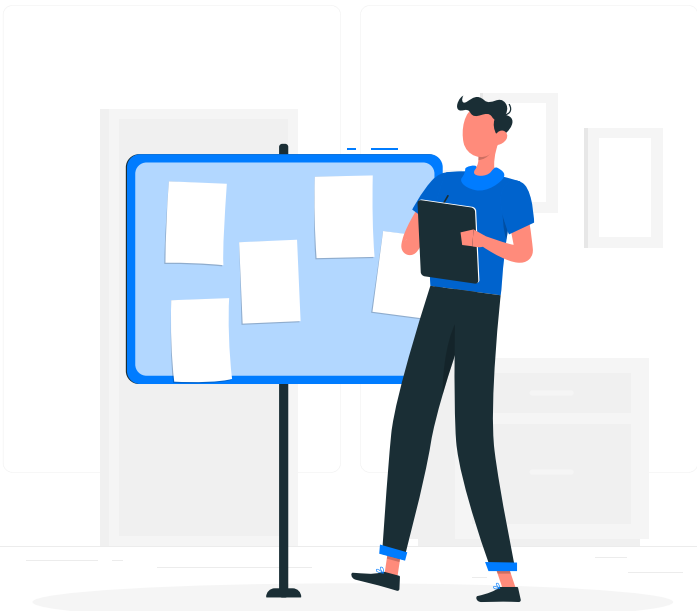
Every time Google fetches you an answer on how to use a new gadget or fix a software issue, you have a technical writer to thank.



What is technical writing?



Technical writing is broadly described as the conveyance of highly technical information in a clear, simplified, and easy to grasp way.

While technical writing was once confined to lengthy user manuals, it now spans everything from briefs to technical reports and executive summaries.

Who uses technical writing?

As the name suggests, technical writing is essential in all technical fields such as high-tech manufacturing, biotechnology, fintech, aerospace, finance, IT, engineering, and other fields.

Its primary purpose is to allow non-technical readers to understand complex instructions and processes without difficulty or confusion.

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Examples of Technical Writing

A press release announcing a tech company's latest gadget release;

A news article explaining an economic crisis;

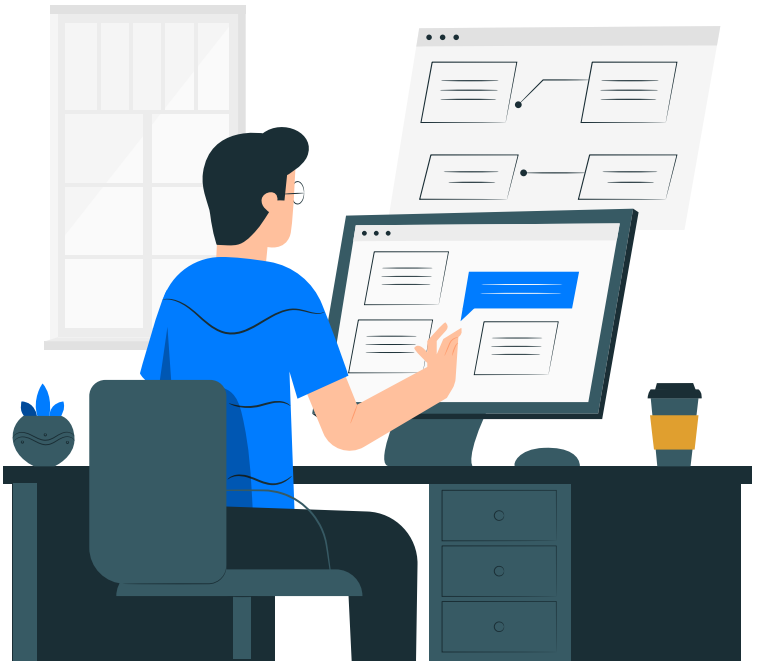
A software feature update notification;

An email explaining your banks latest financial services.

Who can be a technical writer?

Technical writing is a very niche specialty because it requires extensive knowledge of the field in addition to impeccable communication skills. To perfect the job, technical writers either have an academic background or on-ground experience in the industry they write about.

This makes it easier for field experts to work on their writing and communication skills than the other way round.



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What defines good technical writing?

Unlike other forms of writing, technical writing is all about clarity and simplicity, leaving little to no room for figurative style or other artistic articulations. The clarity of technical writing is critically important in cases of emergency where non-technical users' life could depend on a user manual.

However, there's more to mastering technical writing than eloquent simplicity.

Here's a list of essential technical writing tips:

Research thoroughly
As a technical writer, you must know more about your subject of writing than anyone else because not only are you relaying a message, you're also simplifying complicated concepts.

Avoid the overuse of industry jargon
It is always important to bear in mind that most likely your readers aren't field experts, and thus, are unaware of industry-specific terminology. Even when you feel compelled to use jargon, be sure to include what they mean afterwards.

Keep it short
Unless you want your readers to get bored, make sure your lines and paragraphs are short yet comprehensive.

8.

Be organized and structured
A user manual or technical report that lacks structure can result in readers missing very important information. Make sure you lay out your text in a way is easy to navigate and index.

Maintain consistency
It's not uncommon that multiple writers will contribute to a single piece of writing. Without clear guidelines and alignment, the writing will be full of inconsistencies in style, approach, and layout which weakens the overall quality of the written content. Alignment in writing is a must!

Does your business need a technical writer?

Contact our team of industry-specific language experts and enjoy our technical writing services.

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