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Subject (TRW)

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Q 01 :Focus Area :

Business enterprises regularly employ technical writings in their competitive methods. Deciding one's area of focus is the major concern of a technical writer. As a technical writer, a major goal is to decide your business area of focus. Whatever field you choose, you must have, or develop, enough working knowledge to translate complex ideas or processes into clear and understandable terms. One objective is to develop written material for computer application such as operating, word processing or database software. Another is to write copy in the field of medicine for instant, focusing on medical devices or pharmaceutical marketing.

Specialized Products:

Creation of specialized products needs goals to be outlined. You will likely be asked to complete a host of technical writing assignments. Certain products lend themselves more, however, to certain specialties. A medical writer's objective is to strengthen a product repertoire that includes, but is not limited to patient education brochures, journal articles, research proposals and sales training materials. A technical writer working in biology sets objectives to produce versatile products like magazine articles, textbook chapters and lab reports.

Conducting Services:

Whether you work as a regular employ at an outside company or you will conduct as independent practice, determines how you will conduct technical writing. If you decide to work for someone else, your objectives will center on identifying companies that are a good professional fit, offering the appropriate field, salary and benefits, and room to grow. Alternatively, as an independent writer your objectives will naturally focus on launching and operating a small business. Activities include creating a business and marketing plan then setting up the appropriate legal structure to conduct your work.

Strengthening Skills:

A technical writer integrates a number of skills to be a success. Strengthening them is an important goal, with objectives targeting several areas: writing, technical, tools, interviewing, and listening, design, and usability and testing skills. For example, a software documentation writer sets objectives in the technical skills area to learn additional programming languages. In addition, he sets objectives targeting design skills to improve his graphics, formatting and illustration abilities. Finally, he seeks to improve his interpersonal skills to better ask questions and hear answers, capturing needed information for all documentation projects.

Q2:

Answer: Technical writing, has certain characteristics which distinguish it from other types of writing. It is very different from writing opinion pieces, essays, prose, non-fiction or fiction.

It is clear and straight forward. If you are interested in technical writing for professional purposes, it is very important to know that this type of writing requires that the writer stick to the subject matter and relay information in a clear and concise manner.

The language is very direct and straight to the point. The writing will avoid words that people do not understand and will avoid an eloquent writing style.

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It is very detailed and informative. The perfect example of technical writing is a textbook. The written content of most textbooks is geared to providing information by describing the subject matter as fully as possible.

It is very structured. This type of writing has obvious composition that makes it easy for the reader to follow along. Solid structure is needed with technical writing as it allows the audience to easily access the information as needed.

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Q 3:

Answer:

(i) Help authoring tools:

These are used by technical writers to create the help systems that are packaged with software products, delivered through web browsers or provided as files users can view on their computers.

When writing instructional procedures to describe mechanical, electrical, or software programs, technical writers use these tools to assist them in simplifying assembly operation, or installation processes.

(ii) Component content management systems :

These are also used by technical writers to create help systems and documents.

Component content management System (CCMS) allow writers to create similar outputs as help authoring tools, but they also provide content management features such as version management and built-in work flows.

(iii) Desktop publishing tools or word processors:

Technical writers use word processors such as Scrivener, Microsoft Word, Apple Pages, and LibreOffice Writer to author, edit, design, and print documents.

Since technical writing is as much about page layout as it is the written language, enhanced desktop publishing tools such as Adobe InDesign and Lyx are also used.

These programs function similarly to word processors but provide users with more options and features for the documents design and automate much of the formatting.