

Memorandum

To: Professor Conner

From: Alex Devlaemineck

Subject: *Analysis of Avoid These Technical Writing Mistakes*

Date: July 1st, 2013

This memo will be analyzing the document *Avoid These Technical Writing Mistakes*, by Robert W. Bly. The document is from The American Institute of Chemical Engineers and was written in July 1998. The memo will include a background of the document and an analysis of the document's audience, purpose, layout, and presentation.

Background

The document is a six page article published by The American Institute of Chemical Engineers. The document was written by Robert W. Bly who is part of The Center for Technical Communication. In the article he discusses twelve common problems that technical writers face. He also talks about different ways to overcome these mistakes. There are eight tables throughout the document that serve as examples of the topics being discussed.

Analysis

The document has a very specific audience, people who will be doing technical writing. There is little chance that anyone other than a technical writer would have a desire to read this document. The title of the document itself shows that the article is written for technical writers. The reader would not be reading an article on avoiding technical writing mistakes if they were not a technical writer. During topic two of the article the author also directly addresses the audience as people who will be doing technical writing "With most technical documents — articles, papers, manuals, reports, brochures — you are writing for many readers, not an individual." (Robert W. Bly). All of this combined shows that the document is clearly written for technical writers.

The purpose of this document is to help technical writers improve their writing. The author starts the article by explaining why technical writers need to improve their writing. This leads us to believe the article will help technical writers improve their writing. "The average engineer in industry cannot write clear, lucid prose." (Robert W. Bly). He also states he will be explaining how to fix common problems technical writers face. "This article discusses the 12 most common problems in technical writing and provides tips on how to recognize them and how to solve them." (Robert W. Bly). The author makes sure the audience knows what they will be learning from reading this document.

Robert W. Bly presents this article in a very organized manner. He starts by giving a brief introduction and then listing twelve different problems technical writers face. The organization and presentation of this article makes the article simple to read and easy to understand. The article itself is even a demonstration of one way to organize a document. "List. The article you're

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Table of Contents Format Memorandum Report Technical

1. Understanding the eBook Format Memorandum Report Technical
 - The Rise of Digital Reading Format Memorandum Report Technical
 - Advantages of eBooks Over Traditional Books
2. Identifying Format Memorandum Report Technical
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Format Memorandum Report Technical
 - User-Friendly Interface
4. Exploring eBook Recommendations from Format Memorandum Report Technical
 - Personalized Recommendations
 - Format Memorandum Report Technical User Reviews and Ratings
 - Format Memorandum Report Technical and Bestseller Lists

5. Accessing Format Memorandum Report Technical Free and Paid eBooks
 - Format Memorandum Report Technical Public Domain eBooks
 - Format Memorandum Report Technical eBook Subscription Services
 - Format Memorandum Report Technical Budget-Friendly Options
6. Navigating Format Memorandum Report Technical eBook Formats
 - ePub, PDF, MOBI, and More
 - Format Memorandum Report Technical Compatibility with Devices
 - Format Memorandum Report Technical Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Format Memorandum Report Technical
 - Highlighting and Note-Taking Format Memorandum Report Technical
 - Interactive Elements Format Memorandum Report Technical
8. Staying Engaged with Format Memorandum Report Technical
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Format Memorandum Report Technical
9. Balancing eBooks and Physical Books Format Memorandum Report Technical
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Format Memorandum Report Technical
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Format Memorandum Report Technical
 - Setting Reading Goals Format Memorandum Report Technical
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Format Memorandum Report Technical
 - Fact-Checking eBook Content of Format Memorandum Report Technical
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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