

## Memorandum

To: Professor Conner

From: Alex Devlaemineck

Subject: *Analysis of Avoid These Technical Writing Mistakes*

Date: July 1<sup>st</sup>, 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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**Frank Kerekes, Robley Winfrey, Robley  
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## **Format Memorandum Report Technical:**

*Scientific and Technical Aerospace Reports*, 1991

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Report Preparation, Including Correspondence and Technical Writing Frank Kerekes, Robley Winfrey, Robley E.

Winfrey, 1951

**Technical Data Digest**, 1950

**Technical Paper (United States. Bureau of the Census)**, 1978

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usage particular forms of organization the use and documentation of sources and the design and use of graphics The basic philosophy behind A Practical Guide is that a communication book should help its readers learn to write clearly and directly and that it should model the style it teaches Further it offers both an analytical understanding of the elements of technical documents and a simple approach to their incorporation A Practical Guide gives both students and working technical professionals the tools they need for producing standard industry documents The Irish Reports ,1928 Reports and Resolutions on the Subject of Article 16 of the Covenant League of Nations,1927 **Bibliography of Scientific and Industrial Reports** ,1965-07 Report of the Committee of Council on Education in Scotland Great Britain. Scottish Education Dept,1929 **The Illuminating Engineer** ,1915 **The Western Australian Law Reports** Western Australia. Supreme Court,1910 Index digest and consolidated tables of cases reported and cases judicially considered 1865 1969 found with Western Australian law reports Report Philippines. Bureau of Mines,1961 *The Law Journal Reports* ,1879 **American Federal Tax Reports** ,1924 **General Motors Engineering Journal** ,1955 Knight's Local Government Reports ,1922 **The Law Times Reports of Cases Decided in the House of Lords, the Privy Council, the Court of Appeal ... [new Series].** ,1905 **Interim Reports: Education in the army. Cd. 9225** Great Britain. Ministry of Reconstruction. Adult Education Committee,1918 Report of the Secretary, on Mines Southern Rhodesia. Department of Mines and Public Works,1927

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