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**Department of Journalism and Mass
Communication**

**Topic: The writing process
(Technical Writing)**

**Lecture by: Rakesh V Talikoti
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- The writing process
- Aim of writing
- Knowing the writing assignment, its clients and end user

The writing process

- **Prewriting:** Analyzing audience, determining our purpose in writing, limiting the scope of what we will cover.
- **Drafting:** Making a case and structuring your evidence for that case
- **Revising:** Putting yourself in the place of the reader, rethinking our approach and making changes
- **Polishing:** Editing and proofreading to eliminate errors and improve the coherence and readability of your presentation

Aim of writing

- Aim is to inform the reader of purpose
- Prepare an outline indicating the organization and content of the paper
- Outline should include each assertion together the evidence
- Once the framework is covered with sentences then proof reading is must
- Each sentence and even each paragraph may seem satisfactory but do cross check
- Perform a task (such as a feasibility study, a research project, etc.)
- Provide a product
- Provide a service

Knowing the writing assignment its client and end user

- Tech assignment is done for the purpose of educating, informing or directing someone on how to do something
- Project Planning
- Tools and Procedures
- Information Design
- Text Creation, Visualization
- Illustrations, Animations (video etc.)
- Translation/Localization
- Distribution, Feedback, Optimization

Conti...

- Every information should present its background
- capabilities to understand targeted audiences to assess needs, effectively collaborate with Subject Matter Experts
- Develop End User Documentation and training curriculum that achieve program goals, so leave the technical writing to us
- Create intra sentence linkage

Conti..

- The end users should be utilized during parallel testing, so training will need to be rolled out prior to that
- When everyone involved with using the system is included in the training, they will feel more confident about using it as they go into production and the user community will view the implementation as successful
- Therefore, the timing of the end user training is critical and must be planned for and implemented prior to the start of the parallel test phase to ensure a successful implementation

Thank you