

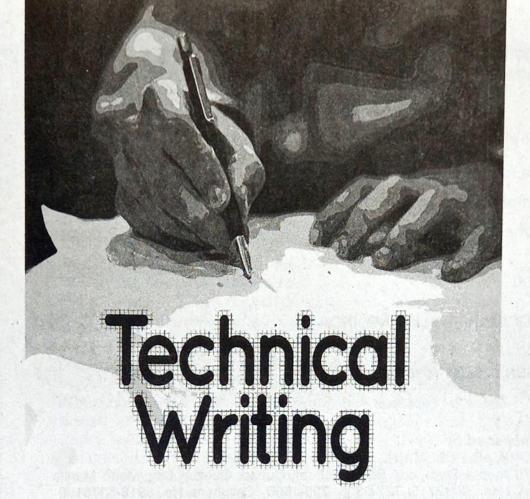
Technical Writing

A Resource Guide to Writing Across Disciplines

MA. JUNITHESMER D. ROSALES, DEM ERLINEL A. GALANO JOHN AMIEL A. RIVERA



OBE - & PPST - Based



A Resource Guide to Writing Across Disciplines

MA. JUNITHESMER D. ROSALES, DEM ERLINEL A. GALANO JOHN AMIEL A. RIVERA



OBE - & PPST - Based

Published by



LORIMAR Publishing Inc. © 2019

Technical Writing:

A Resource Guide to Writing Across Disciplines

Copyright, 2019

Ma. Junithesmer D. Rosales, DEM Erlinel A. Galano John Amiel A. Rivera

and

LORIMAR PUBLISHING, INC.

ISBN 978-621-8035-56-0

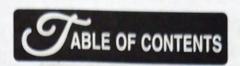
Published by

LORIMAR PUBLISHING, INC. 776 Aurora Blvd., cor. Boston Street, Cubao, Quezon City, Metro Manila Tel. Nos. 721-2715, 727-3386, 723-1560 Cellphone No. 0918-5375190 Fax (632) 727-3386

Cover design by Ronnie Llena Martinez

All rights reserved. No part of this book may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, mimeographing, or by any information and retrieval system, without written permission from the copyright holder.

To purchase additional copies of this Workbook, please call LORIMAR PUBLISHING, INC.
Tel. Nos. 721-2715 • 723-1560 • 727-3386 • CP No. 0918-5375190
Telefax (632) 727-3386 or send e-mail to publishedbylorimar@yahoo.com



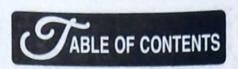
The state of the s	Understanding the Nature of Technical Writing
Lesson	
	What is Technical Writing?
	Principles in Writing Technical Writing
	Purposes of Technical Writing
	Properties of Technical Writing
	Differences between Technical Writing and Creative Writing
Lesson	Relevant Laws and Ethical Considerations Related to
	Technical Writing
	Principles of Ethical Communication
	Do's of Technical Writing
	Don'ts of Technical Writing
Lesson	1 3 The Writing Process
	Pre-writing Stage
	Writing Stage
	Re-writing Stage
ter 2	Exploring Expository Techniques1
Lesson	1 Classification
	What is Classification?
Lesson	2 Definition
	Methods of Defining Terms
Lesson	1 3 Description of a Process
	How Do You Make Paper from a Tree?
Lesson	1 4 Description of Mechanism
	How the Refrigerator works?



er 3 Wr	iting Effective Business Correspondence	*********
	Communication in Business and Organization	
	Communication in Business	
	Communication in Organization	
	Formal and Informal Channels of Communication	
Lesson 2	Personal and Business Letters	
	Personal Letters	
	Business Letters	
	Personal versus Business Letters	
Lesson 3	Characteristics and Elements of a Business Letter	
	Characteristics of a Business Letter	
	Elements of a Business Letter	
Lesson 4	Basic and Optional Parts of a Business Letter	
	Basic Parts of a Business Letter	
	Optional Parts of a Business Letter	
Lesson 5	Business Letters Punctuations and Styles	
	Punctuations used in Business Letters	
	Business Letter Styles	
Lesson 6	Types of Business Letters	
	Writing Good versus Bad-News Business Letters	
	Types of Business Letters	
	Application Letter	
	Letter of Inquiry	
	Letter of Reply or Response	
	Letter of Request	
	Letter of Order	
esson 7	Writing Memoranda	*******
	What is a Memorandum?	
	Memorandum versus Letter	



Lesson 1	Fundamental Concepts of Report Writing
	Fundamental Concepts
	The K-I-S-S Concept
	Quoting, Paraphrasing, and Summarizing
	Use of Graphic Organizers
Lamer	Documentation and Citation
	Categories of Report
	Informal Report
	Formal Report
	Three Levels of Reports
Lesson 2	Classification of Technical Reports1
	Basic Classifications of Reports
	Article report
	Laboratory report
	Information report
	Special Information report
	Research report
	Field report
	Recommendation report
	Incidental report
	Accomplishment report
Lesson 3	Minutes of the Meeting1
	Definition of Minutes of the Meeting
	Format or Template of the Minutes of the Meeting
	Sample Minutes of the Meeting



	11 What, Why & Where of Visual Rhetoric
	Definition of Visual Rhetoric
	Modes of Persuasion
	Importance of Visual Rhetoric Platfoms of Visual Rhetoric Various Media
Lesson	1 2 The How of Visual Rhetoric13
	Basic Elements of Visual Rhetoric in Hypertext
	Important Elements and Mmethods in Hypertext
	Steps to Create a Hyperlink
	How Generate Visual Material
EE	Queries to Consider when Choosing Fonts
	How Colors Affect Customer's Mood and Branding
	Visual Designer Apps and Tools
	Design as Rhetorical Organization
Lesson	13 Visual Rhetoric Analytical Methodologies
	Steps in Conducting Visual Rhetoric Analysis
	How to Write your Visual Analysis Paper
	How to Write your Visual Analysis Paper
er 6 N	
	How to Write your Visual Analysis Paper Maximizing the Use of Social Media and Electronic
	How to Write your Visual Analysis Paper Maximizing the Use of Social Media and Electronic nunication in the 21st Century
Comn	How to Write your Visual Analysis Paper Maximizing the Use of Social Media and Electronic nunication in the 21st Century
Comn	How to Write your Visual Analysis Paper Maximizing the Use of Social Media and Electronic nunication in the 21st Century
Comn	How to Write your Visual Analysis Paper Maximizing the Use of Social Media and Electronic nunication in the 21st Century
Comn	How to Write your Visual Analysis Paper Maximizing the Use of Social Media and Electronic nunication in the 21st Century
Comn	How to Write your Visual Analysis Paper Maximizing the Use of Social Media and Electronic nunication in the 21st Century
Comn	How to Write your Visual Analysis Paper Maximizing the Use of Social Media and Electronic nunication in the 21st Century
Comn	How to Write your Visual Analysis Paper Maximizing the Use of Social Media and Electronic nunication in the 21st Century



Lesson 2	Social Media and Technical Documentation	174
	Social Media Platforms and How You Can Use Them in	
	Technical Writing	
	Challenges and Opportunities	
Lesson 3	The Best and Worst of Both Social Media and Electronic	
	Communication	186
1	Staying Secure in Digital World	
	Cyber Crime Cases	
	Cyber Crime Technology	
	How to Be Safe in Cyberspace	
	Common Internet Problems and their Solutions	



MA. JUNITHESMER D. ROSALES, DEM is a full-time faculty of the Polytechnic University of the Philippines. She has been teaching for more than 20 years in PUP and is currently the dean of the College of Education and dean in concurrent capacity of the Graduate School. She is also a full professor since 2015.

She obtained her Doctor in Educational Management degree from the Polytechnic University of the Philippines, Graduate School in 2010. She graduated with a Master's degree in English from the University of

Santo Tomas in 2003 and Bachelor of Science in Education major in English from the same university in 1993.

She has written and published research articles on topics which align with her expertise in education, literature, reading and languages and presented some of them in national and international conferences in the Philippines; Hong Kong; Phnom Pehn, Cambodia; Surabaya and Jakarta Indonesia; Pattaya, Indonesia; Kobe, Japan Auckland, New Zealand, and Guam, USA.

She is also the lead author of six textbooks: Developing Communication Skills in the Academe, Writing in the Discipline, Technical Writing, Speech and Debate, Developmental Reading: Enhancing Reading Skills, Essentials of Speech Communication, Oral Communication in Context, and Writing in the Discipline: A Guide for Research and Business Correspondence.



ERLINEL A. GALANO is a Cum Laude graduate of Bachelor of Secondary Education Major in English at the Polytechnic University of the Philippines and has been serving the university as an English Instructor for four years. She teaches professional education, major, and general education courses to college and senior high school students. She is a candidate for the degree, Master of Arts in English Language Teaching studying on the Business Writing Proficiency of the Senior High School English Teachers and a member of the Graduate Studies pool of editors.

In her years of teaching, she has also served the university's functions as master of ceremony, organizer, coach, and judge; has passed the Licensure Examination for Teachers in June 2015; and has earned a National Certificate III in Event Management Services in June 2018.

Beyond teaching in the classroom, she is also the PUP Adviser of Student for Christ Philippines and College of Education Dance Troupe.



JOHN AMIEL A. RIVERA is a licensed professional teacher and a candidate of Master of Arts in English Language Teaching at the Polytechnic University of the Philippines. He also earned his Bachelor of Secondary Education major in English degree in the same university. Moreover, he earned a certificate course in English Proficiency at Xavier Technical Training Corporation in 2014 and earned a TESDA National Certificate III in Events Management Services in 2018.

Presently, he is a faculty of College of Education of Polytechnic University of the Philippines, Sta. Mesa, Manila. He teaches Professional, Education, General Education and English specialization courses in college level; Professional Education courses in Post-Baccalaureate in Teacher Education Program; General English courses in Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP) in PUP Open University; and Practical Research and English subjects in PUP Senior High School Department.

Prior to that, he taught as a high school teacher in Roosevelt College-Rodriguez and Guinayang National High School. He is also the first president and now the adviser of Bachelor of Elementary and Secondary Teaching (BEST) Society, an accredited student organization of PUP.