

Tutoring Guide for Technical Writing: User Manuals

The Assignment in General

A user manual remains one of the largest documents a technical writer can create. A user manual serves to inform or teach a user how to use a product or perform a task. A tutor should not confuse literary and language skills with documentation skills. Technical writers utilize a number of writing styles within one manual, including explanations, instructions, bulleted lists, and notes.

The Paper's Structure and Development

Manuals can include four different writing styles unique to technical writing. Tutors can assist writers in any of these four areas.

1. **Explanations**
 - » Ask the writer to clarify any language that seems confusing.
 - » Remind the writer that all explanations need to be written on the user's reading level.
2. **Instructions**
 - » Ask the writer if she would like you to serve as the usability tester.
 - » Ask the writer questions about the audience to ensure the writer is truly familiar with her audience.
3. **Bulleted Lists**
 - » Ask the writer if the list of information should go in chronological order. If so, then the list should be numbered.
 - » Bulleted lists are comprised of lists of items, necessary steps, or other information that may be listed in any order.
4. **Notes**
 - » Ask the writer if there are any areas in the text that need a note.
 - » Remind the writer that notes should be set off and noticeable to the reader.

Of Special Note

- Explanations include introductions, conclusions, actual product descriptions, and properly phrased questions.
- Instructions are a numbered list of steps a user follows to accomplish a task. Tutors can serve as usability testers by following the instructions and providing feedback.
- Notes are important messages (e.g. danger, warning).

A Teacher S Guide To Technical Writing

Michal Rosen-Zvi



A Teacher S Guide To Technical Writing:

Writing that Works Steven M. Gerson, Kansas Competency-Based Curriculum Center, 200? **Resources in Education** ,2001 *A Reference Guide for English Studies* Michael J. Marcuse, 1990-01-01 This ambitious undertaking is designed to acquaint students teachers and researchers with reference sources in any branch of English studies which Marcuse defines as all those subjects and lines of critical and scholarly inquiry presently pursued by members of university departments of English language and literature Within each of 24 major sections Marcuse lists and annotates bibliographies guides reviews of research encyclopedias dictionaries journals and reference histories The annotations and various indexes are models of clarity and usefulness and cross references are liberally supplied where appropriate Although cost conscious librarians will probably consider the several other excellent literary bibliographies in print such as James L Harner s *Literary Research Guide* Modern Language Assn of America 1989 larger academic libraries will want Marcuse s volume Jack Bales Mary Washington Coll Lib Fredericksburg Va *Library Journal* **Monthly Catalogue, United States Public Documents** ,1995 Monthly Catalog of United States Government Publications United States. Superintendent of Documents, 1985 February issue includes Appendix entitled Directory of United States Government periodicals and subscription publications September issue includes List of depository libraries June and December issues include semiannual index **English Journal** ,1978 *Especially for Teachers* ,1982 Research in Education ,1974 Canadian Books in Print. Author and Title Index ,1975 *Catalog of Copyright Entries. Third Series* Library of Congress. Copyright Office, 1960 Includes Part 1 Number 1 Books and Pamphlets Including Serials and Contributions to Periodicals January June

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