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Section Code: **B48**

Module No. 1:

Task Activity

A. Write “TW” if the statement or example refers to Technical Writing and “CW” if it refers to Creative Writing.

TW 1. Before writing a news story, begin by asking the 5W’s and 1 H.

CW 2. Education is the movement from darkness to light (Allan Bloom).

TW 3. Of the ten largest shopping malls in the world, three are found in the Philippines.

TW 4. This is to request payment for your bill amounting to Php 150.00.

TW 5. Social Engineering has become about 75% of an average hacker’s toolkit, and for the most successful hackers it reaches 90% or more (John MacAfee).

B. Explain some ideas by answering the following questions by giving examples.

1. What other types of writing would be considered under technical writing?

The other types of formal, informative, structured or technical writing are product descriptions; project reports; information presentations; Patents information; position papers; Technical Specifications; Standard Operating Procedures (SOP); FAQ pages, release notes & demonstrations; training Material; Online Help and annual financial reports.

2. What other considerations can you give before writing technical paper?

The other considerations to make technical writing paper are making sure that the paper is skimmable so that the reader will be able to scan for information’s easily, the writer should also use denotative meanings to avoid misunderstandings, and making sure that the information’s are detailed to ensure that the reader will not be confused from the paper or letter he/she read. Other technical writing products should also be a problem solving focus, like documents of how a certain product should be used, to assure that the reader can easily follow the steps because the document is well organized and structured.

3. Are there other properties of writing that you can add to make a technical writer an effective one?

For me, to become an effective technical writer, the writer must be well informed and clear for him/her the purpose of what he/she wrote, to assure that he/she will be able to write a clear, concise, informative, detailed and organized technical document. He or she also needs to consider the ability of the reader if he/she was able to determine the intended reader, to make sure that the reader will not have a hard time comprehending the information.

4. Aside from the purposes given about technical writing, can you think of other purposes which we can add to the list?

Aside from the purposes given, the other purposes of technical writing is to provide the reader with the information they need, in the right format, using terms they understand, also it provides information of how a certain product works and how to get benefited from it and for my course, we usually make financial statements for external users for better decision making and it is also one of the purposes of technical writing.

5. Are you more inclined in technical writing or creative writing?

I can say that I am more into technical writing for it doesn't need to write creatively, no need for me to use flowery or difficult words and express my emotions, because I am not good at writing, my vocabulary skills is just average and I think it will be hard for me to create articles like what a creative writer does. Technical writing too has a format to follow, so it will not be hard for me to write. Unlike creative writing, a writer should have a creative imagination and must have excellent vocabulary skills to express his/her thoughts.

C. Graphic Organizer.

Construct a graphic organizer on the differences and similarities between technical writing and creative writing.

Creative Writing

- * uses graphics to make the document more interesting.
- * The content must be Imaginative, Metaphoric or Symbolic.
- * Has general target audience.
- * The tone must be subjective
- * Language can be informal, fictional, creative and artistic.
- * The purpose is to entertain and captivate the interest of the readers.
- * The organization is arbitrary and may not be systematic.

Technical writing

- * Both has a target audience
- * Both are kinds of writing
- * Both has purposes
- * Both requires a writer that is knowledgeable enough and is a critical thinker to assure that the audience can understand the message
- * uses graphics to make information more clear.
- * The content must be straightforward and factual
- * Target audience are specific
- * The tone must be objective.
- * Language should be formal, academic and standard driven.
- * The purpose is to inform, instruct and educate the audience.
- * The organization is systematical and sequential

Have some **strong coffee** and

Differences and similarities between technical writing and creative writing.