

Mesleki İngilizce - Technical English

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• Notes:

– In the slides,

- texts enclosed by curly parenthesis, {...}, are examples.
- texts enclosed by square parenthesis, [...], are explanations related to examples.

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THE WRITING PROCESS

- Writing skill is an important element in engineering success.
- In order to develop the writing ability that you need, you have to follow certain steps.
- Any time you decide to write a paragraph or an essay, you become involved in an ongoing process that involves
 - thinking
 - making decisions
 - rethinking

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THE WRITING PROCESS

- Writing does not happen all at once
- Many steps are required from the time you first think about a piece of writing until the time that you consider yourself finished
- There are a number of steps in the writing process that you must consider whenever you decide to write
- Each of these stages is made up of the different steps that should be very carefully analyzed

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PREWRITING

- Complex technical writing is likely to be very difficult to read.
 - Readability further decreases when
 - the writer does not define major ideas for the reader
 - the written document is not relevant to the reader's experiences and interests
 - These two impediments can be eliminated if you clearly define your purpose and your audience
 - [Impediment: a hindrance or obstruction in doing something]
- The 1st step that must be considered is purpose
 - since every piece of writing has a purpose
 - sometimes, even more than one

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PREWRITING

- No matter what you write,
 - always consider your reasons for writing before you begin
- ❖ What is the subject of your document?
 - Are you trying to
 - introduce a theory?
 - propose an improvement ?
 - explain a technique ?
 - describe a process ?
 - report the results of your research?

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PREWRITING

- ❖ Where will your document appear?
 - You may be writing
 - a report that will be circulated within your company
 - an article that will appear in a commercial publication
 - a research paper that will be published in a professional journal
 - a procedure that will be used in training
- ❖ Why are you writing?
 - Is your purpose to
 - instruct, inform, persuade, or inspire?

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PREWRITING

- The subject and purpose of your document must be clear to you
 - if you hope to make it clear to the audience
- Another important step is the audience as it is always helpful to consider the different audiences for whom you may be writing
 - When you are asked to write a report, your 1st step should be to ask yourself three questions:
 - Who will read the report?
 - For what purpose are they reading it?
 - Are they engineers?

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PREWRITING

- Based on the answers to those questions, readers usually fall into one of five categories:
 - Expert
 - Other engineers, preferably in the same field, who read the report for information relating to their own projects
 - Executive
 - Managers, usually lacking an engineering background, who read the report to make executive decisions
 - Technician
 - People usually lacking an engineering background, who read the report for direction in using products and systems designed by engineers

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PREWRITING

- Lay
 - People lacking an engineering background, such as special-interest groups, who read the report for non-engineering reasons
- Combined
 - A group such as a government agency, comprising engineers, who read the report to make decisions
- Placing your reader in one of these categories helps you structure the report to fulfill readers' information needs
 - considering that for each of the different audiences your way of writing will be different

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PREWRITING

- Also, you must identify your attitude towards your subject,
 - which will be expressed through the tone of your writing
- This involves having to choose a subject
 - which involves deciding what your attitude or point of view towards the subject will be.
- A subject is a broad area of knowledge
- A topic, is a limited subject
 - one that is specific enough so that it can serve as the basis of a paragraph or a composition

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PREWRITING

- You must then limit your subject
 - so that it can be adequately covered in the form of writing you have chosen.
- Once this is done, you can think of the details you will include in your writing.
- These details are largely determined by your purpose;
 - therefore you must gather and order information appropriate to your writing purpose

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THE WRITER'S PURPOSE

- Have in mind a clear purpose for writing.
- For example,
 - If you decide to write a research paper about accommodations in Istanbul,
 - your purpose is to give information or explain.
 - If you write a paragraph about what happened when you were looking for accommodation when you first arrived in Istanbul,
 - your purpose is to relate a series of events.
- Most writing has one of the following purposes:

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THE WRITER'S PURPOSE

- **Narrative writing relates a series of events**
 - {An essay relating a witness' memories of the day Yalova was struck by the 1995 earthquake.}
 - {A letter to your father about your financial situation in Istanbul.}
- **Expository writing gives information or explains**
 - {An article explaining the results of a research on geothermal reservoirs.}
 - {An answer to an essay question that asks for a definition of entropy.}

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THE WRITER'S PURPOSE

- **Descriptive writing describes a person, place, or thing**
 - {An essay about the appearance of a fluometer.}
 - {A paragraph describing what a hydroelectric plant looks like.}
- **Persuasive writing attempts to persuade or convince**
 - {A letter encouraging potential customers to buy a gas turbine.}
 - {A set of instructions about the dangers of misusing a new machine.}

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THE WRITER'S AUDIENCE

- You must always identify the audience for whom you are writing.
 - To write to and for your audience, you must get to know them.
 - In order to identify your audience, there are five questions you must answer:
 - Who will be reading your document?
 - What prior knowledge do these readers have about the subject?
 - What do these readers need to know?
 - Why will these readers read your document?
 - How will these readers use the information you provide?

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THE WRITER'S AUDIENCE

- Most of the time you will probably be writing for people
 - who share the same interests with you
 - This means that you will be writing formal, scientific and technical English
- Therefore, your purpose will mostly be expository
 - to give information, or to explain
 - In some cases your purpose will be persuasive too

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THE WRITER'S AUDIENCE

- Since audience definitely affects writing,
 - you have to be prepared to express these purposes as clearly as you can,
 - as your audience is likely to have the most knowledge of your subject
- However, you must be prepared to offer background information
 - whenever it should be necessary

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CHOOSING A SUBJECT

- It is possible to write about practically any subject for any audience
 - as long as you are willing to spend the time and energy necessary to explain terms and give background information
 - You could, for instance, conceivably explain a complicated scientific theory to an audience of secondary students
 - However, you would have to know your subject very well in order to simplify it enough for a young audience

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ATTITUDE AND TONE

- Considering that your attitude towards your subject is expressed through the tone of your writing
 - it is possible to say that your attitude may be
 - positive (favourable) or negative (unfavourable),
 - humorous or serious,
 - angry or enthusiastic.
 - An awareness of your attitude will help you to make choices not only of what details to include in your writing, but also of what vocabulary to use
 - since your choice of language will help to create a tone that is serious or humorous, formal or informal, personal or objective, etc.

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LIMITING THE SUBJECT

- We have to limit the subject so that
 - it can be adequately covered in the form of writing we have chosen
- We have defined **subject** as a broad area of knowledge and **topic** as a limited subject.
 - “Computers” is a subject
 - “The advantages of a Laser Printer” is a topic,
 - a limited subject that can serve as the basis for a paragraph or a composition.

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LIMITING THE SUBJECT

- A topic for a paragraph is necessarily more limited than a composition topic,
 - because in a paragraph you have only a few sentences in which to develop your ideas.
- In a composition you have anywhere from five paragraphs to several pages,
 - so a composition topic can be less limited than a paragraph topic.
- However, a topic must be adequately covered in whatever space you have available to you.

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GATHERING INFORMATION

- Details that you may include in your writing are largely determined by your purpose.
 - E.g., if your purpose is to provide information, the kind of details you would be looking for should be
 - specific facts, statistics, examples, and quotations.
- There are many different techniques for gathering information for your writing
 - In any case, you may use a combination of several different methods while you gather information for a particular writing assignment, or you may decide to use only one technique

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GATHERING INFORMATION

- **Direct and Indirect Observation**
 - Use your powers of observation in order to take note of specific details
- Your observations may be through
 - your own senses of sight, smell, sound, etc.
 - In which case they are called **direct observations**
 - someone else’s experiences or reading about them.
 - In which case they are called **indirect observations**
- Observing involves carefully noting the specific details that make up an experience.

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GATHERING INFORMATION

- **A Writer's Journal** (Journal: diary)
 - Keep a writer's journal to record your thoughts and feelings about your experiences
- useful in two ways:
 - It can be a source of ideas for writing topics
 - It can help you to recall specific details about an experience
- You can write about your ideas and your experiences as well as your own reactions to other people and to events.

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GATHERING INFORMATION

- Keeping a writer's journal is common practice with people
 - who have to carry out every day observations and evaluations on the development of experiments in a laboratory.
- All these are details that will give you ideas for writing.
 - On the basis of a journal entry, you may decide whether you could write an essay describing the development of a laboratory research or a simple paragraph about it

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GATHERING INFORMATION

- **Brainstorming** (brainstorm: hold a group discussion to produce ideas)
 - Use brainstorming in order to find writing ideas
- very popular technique
 - mostly used to generate a free flow of ideas
- You may use this technique in order to think of topics for writing or to generate specific details to develop a topic you have already chosen.
 - When you brainstorm, you concentrate on a particular subject or topic and write down every idea, word, and phrase that comes to mind

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GATHERING INFORMATION

- **Asking the 5W1H Questions**
 - Gather information and ideas by asking the 5W1H Questions
- consists of asking the basic questions **who**, **when**, **where**, **what**, **why**, and **how**
 - which can help you to gather specific details to use in your writing
 - although not every question will apply to every topic

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ORDERING INFORMATION

- **Classify your ideas and information by grouping related ideas together**
 - In this step in the writing process, you must classify, or group, the ideas you have gathered
 - Grouping together related items will result in an informal outline of your topic.
- When you **classify**,
 - you identify details that are similar in some way
 - you group together these similar items under a heading that explains what they have in common

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ARRANGING INFORMATION

- **Arrange your ideas in order**
 - Once you have classified your ideas under main headings,
 - you must consider the order in which you will present these ideas to your readers.
 - Usually, the order will be suggested by your purpose.
- **When you are ready to write your first draft,**
 - you must keep in mind the audience and purpose

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WRITING THE FIRST DRAFT

- A first draft is not the final version of your writing.
- In fact, you will
 - revise your first draft several times
 - make changes in both content and wording
 - spend some time proofreading your revised version in order to detect and correct mechanical inaccuracies in usage
 - remember that most errors in the use of verbs occur when the tense forms of verbs, punctuation, and spelling are misused

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WRITING THE FIRST DRAFT

- While you are writing,
 - keep in front of you the list of details that you have classified and arranged in order
 - express your ideas as clearly as possible
 - choose specific details and language that are appropriate both for your audience and your purpose
- All writing is a kind of synthesis,
 - put words and ideas together in new ways in order to create paragraphs, compositions, essays, articles, etc.

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WRITING THE FIRST DRAFT

- As you write your first draft,
 - you will be rethinking all of your earlier decisions about content and organization.
 - At this time you may decide that a term you initially thought would be appropriate to your audience needs to be defined and explained.
 - You may also decide to change the order in which you decided to present your ideas.
 - Other considerations you must take into account are related to questions you can ask yourself, e.g.,
 - is the tone appropriate for intended audience and purpose,
 - is the topic limited enough for the length of the paper
 - etc.

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REVISING YOUR WRITING

- Revising requires repeating readings of the first draft.
 - 1st, consider each sentence in relation to the paragraph and to the writing as a whole.
 - For any composition, you will need to judge how effectively each paragraph contributes to the total work.
 - Ask yourself if the main idea is adequately developed or supported.
 - Is the development or support clear and logical?
 - Next, look closely at each sentence and make whatever changes you consider necessary.

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