Assignment 3: Technical Description

Purpose

A technical description is a part-by-part description of a mechanism, tool, or piece of equipment. Technical writers use technical descriptions in a variety of documents such as manuals, procedures, reports, and white papers. Technical descriptions provide users information about the product’s features and capabilities.

This assignment incorporates the following skills: researching a technology, writing a technical definition, writing a technical description, writing specifications, using graphics, applying page layout and design.

Step 1: Select a product or mechanism. The description must be accurate. Therefore, do not pick something too large (such as a computer) or too small (such as a paper clip). Choose a topic that provides a challenge but that is manageable. Some examples are: flash drive, wrench, calculator, clock radio, cell phone, ball point pen, etc.

NOTE: You may want to use this product for your user manual. Therefore, pick something that has at least four tasks associated with it.

Step 2: Research the technology. Find out what the parts are called and how they work. You want to use the correct terminology and understand the theory behind how it works. You might look on Howstuffworks.com as a source.

Step 3: Write a description of your product. Follow the guidelines we discussed in class. You may use the template we used in class. Include the following:

- A clear technical definition
- At least one graphic with call outs
- Headings and subheadings
- Clear, concise writing style

Use the Technical Description Checklist on page 333 of your text as a way to check your work. You may also refer to the examples in the Reader.