Technical Writing
Explain How to Do Something
Step by Step Writing
Writing a Model Technical Paragraph
Lecture: 9
Part: 3

Technical Writing

1. Step by Step Writing: Pre-write, Organize, Draft & Revise

2. Writing a Model Paragraph

What is technical writing?

Technical writing often gives instructions. It sometimes explains how to do a procedure. It is actually a step by step guide explaining how to make or do something.

Recipes and directions are examples of technical writing. Directions are found in computer games, safety rules, guides, science experiments, ...etc.

Sequence Signals

Sequencing	Starting out	Continuing	Finishing
First,...	Before you begin, (you should . ...)	After that,	The last step is . . .
Next,..	The first thing you do is . ..	The next step is to. .	The last thing you do is . .
Then,. . .	I would start by . . .	The next thing you do is	In the end,
Finally,. .	The best place to begin is. . .	Once you've done that, then . .	When you've finished,
	To begin with,....	When you finish that, then . . .	When you've completed all the steps,

- ❑ Create a title that explains what the instructions are " How to ….."

- ❑ Use action verbs in the beginning ; "Pick up, Hold, Take, ….etc.

- ❑ Use short clear sentences with words that are common.

- ❑ Avoid words with more than one meaning.

- ❑ Be specific.

Writing Prompt

Make a recipe poster. List your ingredients. Divide your recipe into steps. Give instructions for each step. Use sequence words.

Remember; Writing your paragraph step by step will make writing easier for you in the future, and you will feel more confident about the good quality of your work!

Revision checklist

- ❑ I listed my ingredients.

- ❑ I divided my recipe into steps.

- ❑ I gave clear instructions for each step.

- ❑ I used sequence words correctly.

Revising Checklist		
	yes	No
1. Is there a topic sentence?		
2. Are the sentences in correct time order?		
3. Are there signal words to help guide the reader?		

Chicken salad

Ingredients:

cooked chicken	1 tomato	mayonnaise
1 onion	lettuce	salt and pepper

Directions:

First, buy the ingredients. Next, cut the chicken into small pieces. Put the chicken in a bowl. Then, add the mayonnaise. After that, cut the tomato and the onion into small pieces. Put the tomato and onion in the bowl. Next, add some salt and pepper. Finally, put the lettuce on a plate. Put the chicken salad on the lettuce. Then eat and enjoy!