1.1 What are the different writing situations available in technical writing process? Explain them with examples.

Ans: Technical writing assignments normally take one of three forms:

- End user documentation
- Traditional technical writing
- Technological marketing communications

**End User Documentation**
- Writing a manual that accompanies a cell phone
- Writing a manual teaching home computer uses how to set up a basic home networking system
- Writing a how-to guide for using laptops

**Traditional Technical Writing**
- Writing an analysis of a legal case for other lawyers
- Writing up a summary of a series of medical experiments to be published in a journal of medicine
- Writing an article for a trade publication

**Technological Marketing Communications**
- Writing a sales pitch to a new potential client about a new type of computer hardware or software
- Writing informative articles for the web that show businesses that using a particular IT consulting service can save them money

**Types of Technical Writing Assignments**
Technical writing is used in a large variety of fields such as engineering, computer hardware and software, chemistry, and biotechnology. You can also find everyday examples of technical writing in owner's manuals, employee handbooks, and in articles on the web.

Some examples of technical writing assignments include:

- Training manuals
- Operations guides
- Promotional brochures
- Online articles

**Training Manuals**
A technical writer may be assigned to compile information for a company or job training manual. In the manual, the writer may be required to outline:

- General information
- Company policies
- Standard operating procedures
- Duties required to be fulfilled by a given position
- Training manuals and other company documents can usually be categorized as end-user documentation.

**Operations Guides**
When a writer is asked to write an operations guide, they are expected to have a working knowledge of the topic or area about which they are writing.

It is important that they keep in mind that the people who will be using their guide will likely be a beginner and will therefore need detailed and concise instructions for the subject that is being covered. This could refer to any of the following types of guides:

- Assembly instructions
- Installation guides
- Owner's manuals
- Computer software guides
- Engineering guides

Operations guides typically fall under the traditional technical writing category, but, in some cases, could also be considered end-user documentation.

**Promotional Brochures**
A technical writer who writes promotional brochures and other technological marketing pieces will be required to not only inform a potential customer of the offer being made, but to entice them to want to avail of it through the use of key phrases and words.

**Online Articles**
Another type of technical writing is found in online articles. There is a wealth of information available on the Internet. Millions of people browse search engines and read through articles they find for instructions, guides, and to understand different things.

Technical writing, in this case, could vary from articles on how to assemble a crib to articles with detailed medical advice or historical information. This area of technical writing can fall into any of the three categories of technical writing.