

# **Technical writing/reading**

## **I. Technical writing (types)**

### **A. Personal**

**1. Blog**

**2. Email**

**3. Invitation**

### **B. Business**

**1. Reports**

**2. Business letter**

**3. Memo**

### **C. Informational**

**1. Occupational/career**

**2. Newsletter**

**3. Flyer**

**4. Website**

**5. Advertisement**

**D. Instructional**

**1. How-to**

**2. Recipe**

**3. Craft**

**4. Manual**

**II. Characteristics**

**A. Numbered list**

**B. Graphics**

**C. Diagram**

**D. Outlines**

**E. Large/bold type**

**F. Format**

## **G. Headings**

### **III. Reading tips**

**A. Jargon**

**B. Skim**

**C. Look at headings**

**D. Vocabulary**

**E. Highlight**