Ē All work and no play makes Jack a dull boy. All work and no play makes Jack a dull boy. All work and no play makes Jack a dull boy. A11 oy. How to write good ALL OY. All boy. ALL by Dr. Nat poy ALL boy. All work and no play makes Jack a dull boy. All work and no play makes Jack m dull boy. All work and no play makes Jack a dull boy. All work and no play makes Jzck a dull boy All workand no flay makes Jack a dull All work and no play anak Work and no play makes Jaok work and no play makes Jack a dull be All work and no play makes Jack a dull bo All work and no All work and no play make a Jack a dull boy All work and no play makes Jake a dull b work and no play makas Jack a d. All work and no play makes Jack a All workand no play makes Jack a d All work and no play makes Jack a













: Free Trial : <u>Buy Now \$40* USD</u> : Download for Windows

What is Scrivener? Features





MordStar. McroPro.

I:GOT PO1 LO1 CO1 Insert Align

A Game of Thrones - Chapter 1

Bran

The morning had dawned clear and cold, with a crispness that hinted at the end of summer. They set forth at daybreak to see a man beheaded, twenty in all, and Bran rode among them, nervous with excitement. This was the first time he had been deemed old enough to go with his lord father and his brothers to see the king's justice done. It was the ninth year of summer, and the seventh of Bran's life.

The man had been taken outside a small holdfast in the hills. Robb thought he was a wildling, his sword sworn to Mance Rayder, the

King-beyond-the-Wall. It made Bran's skin prickle to think of it. He remembered the hearth tales Old Nan told them. The wildlings were cruel men, she said, slavers and slayers and thieves. They consorted with giants and ghouls, stole girl children in the dead of night, and drank blood from polished horns. And their women lay with the Others in the Long Night to sire terrible half-human children.

But the man they found bound hand and foot to the holdfast wall awaiting the king's justice was old and scrawmy, not much taller than Robb. He had lost

Call

çao

COES

Soes

It's not about the tools...



SFU SIMON FRASER UNIVERSITY	https://www.sfu.ca/continuing-studies/programs/technical-communication-certificate/		
CONTINUING STUDIES		SIGN IN	This site O SFU.ca
CONTINUING STUDIES HOME	Continuing Studies Home / Programs / Technical Communication Certificate / Courses		
PROGRAMS AND COURSES	Part-time, online		
STUDENT SERVICES			
LECTURES AND EVENTS	Technical Communication Certificate		
REGISTER	Courses	_	
CAREER RESOURCES		About th	nis program
NEWS	The Technical Communication Certificate consists of these 11 core courses:	Why this	s program?
ABOUT US	Concepts and Practice of Technical Communication TCOM110	Program	n details
CAMPUSES	Technical Writing and Editing TCOM120	> Courses	5
CONTACT US		Instructors	
BECAUSE CAREER GOALS CHANGE OVER TIME	Research, Analysis and Information Design TCOM210	> Profess	ional certification
	Design and Production of Technical Publications TCOM220	> What do	you need to apply?
	Indexing: An Essential Art and Science TCOM230	> FAQ	
f y in 🛛 🛛	Microsoft Word for Technical Writers: Advanced TCOM240	Attenda	an online info session
	Fundamentals of Creating Online Documents TCOM260		2019 12:00 PM
	Tools for Technical Communicators TCOM270	Reserve y	our spot



Final Project: Technical Communication Guided Practicum TCOM410

Technical Writing: Advanced Workshop TCOM310

Documentation Project Management TCOM320

È

Ē All work and no play makes Jack a dull boy. All work and no play makes Jack a dull boy. All work and no play makes Jack a dull boy. A11 oy. How to write good ALL OY. All boy. ALL by Dr. Nat poy ALL boy. All work and no play makes Jack a dull boy. All work and no play makes Jack m dull boy. All work and no play makes Jack a dull boy. All work and no play makes Jzck a dull boy All workand no flay makes Jack a dull All work and no play anak Work and no play makes Jaok work and no play makes Jack a dull be All work and no play makes Jack a dull bo All work and no All work and no play make a Jack a dull boy All work and no play makes Jake a dull b work and no play makas Jack a d. All work and no play makes Jack a All workand no play makes Jack a d All work and no play makes Jack a







F

Perfectionism

This is you if...

Your attention is drawn back to **that one sentence**... You can't move on until you fix all the niggly problems...

What's good about it?

- Each bit of writing is perfect before you move on.
- This instils confidence and releases energy.



- Your flow is interrupted, your attention is split.
- You zoom in on details and lose sight of the big picture.

■

Last-minute crisis writing

This is you if...

You find it hard to get started, then wait until there's severe time constraints and inhuman levels of pressure.

What's good about it?

- It forces your harsh internal critic to shut up.
- This releases enormous energy and motivation.

Problem!

- It takes lots of skill to pull off very little revision time.
- It's unreliable (even for expert writers).

ETSOT 2. 10 organism 1877 upport as valid, sound, correct, true, or just life; sustenanc $SUSTAIN = \begin{bmatrix} 3 \\ sp \end{bmatrix}$ To keep from failing plied to spirit The action of rare or way ME. 4. To keep in being; to cause to ing; the condit uspicari continue in a certain state; to keep or maintain concr., a suppo at the proper level or standard; to preserve the suspicere attrib.: s. fu status of ME. 5. To keep going p (an action or process) To keep going interd or mis-Scotland and of support for mini may be mission; to carry on (a conflict, contest) ME. Sustentati 51. or b To support life with the neces-1640. 1. L. M no more 1. Having the saries of life; to keep -1700. 7b. To supply Pertaining to pecioun, (a person's need). SHAKS. the upkeep of (an institution, (etc.):.)-1592. Sustention u speçon detain, detenti L. Suspi-8. To endure without failing or giving way; to taining or keep e feeling bear up against, withstand. Also +intr. ME. ing-on of a m magina-9. To undergo. experience, have to submit to being sustaine (evil, hards¹ mething mage; now chiefly with 2. A paragraph injury, los have inflicted upon one. ion 0 Suntantizzo

support as valid, sound, correct, true, or just. late ME. 3. To keep (a person or community, the mind, spirit, etc.) from failing or giving way ME. 4. To keep in being; to cause to continue in a certain state; to keep or maintain

₽.

magina

<u>Perfectionism</u> and <u>crisis writing</u> are unsustainable, unhealthy ways to release creative energy

8. To endure without failing or giving way; to bear up against, withstand. Also *†intr*. ME. 9. To undergo. experience, have to submit to (evil, hards¹ mage; now chiefly with *injury*, lo:

taining or keep ing-on of a m being sustaine a. A paragrap

organism 1877

plied to spirit

The action of

ite: sust

ing: the

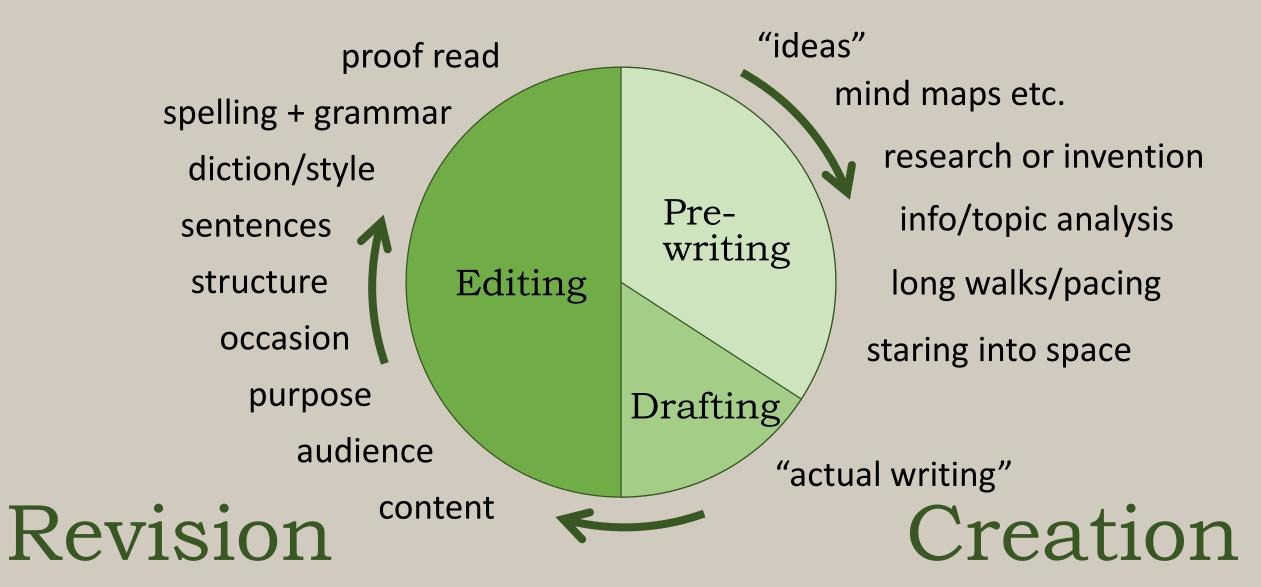


writing is a process, not a product

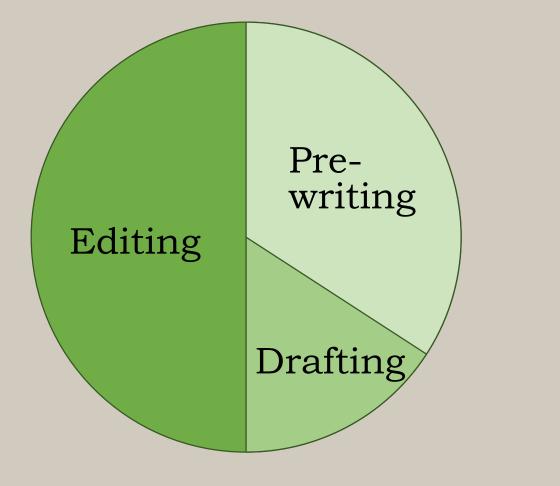
The writing process

Ē

writing is a *process*, not a *product*



Tools & Tricks: Notebooks

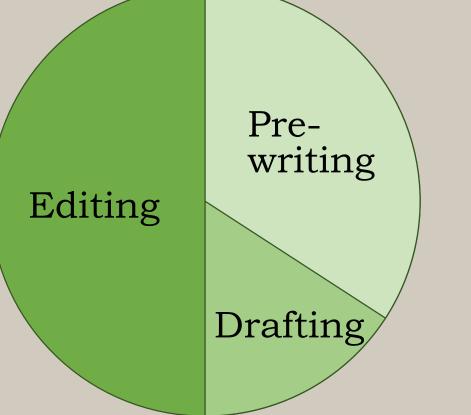


F



My secret weapon

Tools & Tricks: Notebooks Freewriting



• Force yourself to "just write" for 10 minutes

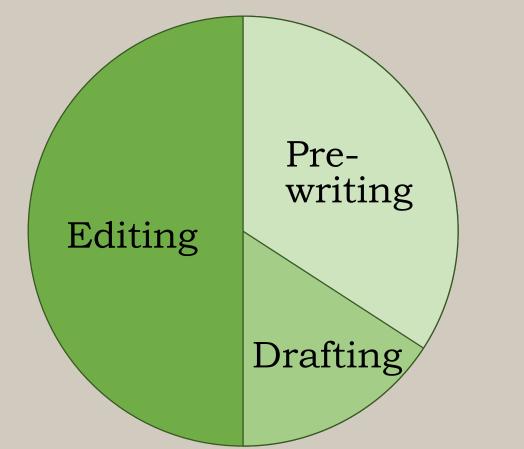
Peter Elbow Writing With Power

• Stream of consciousness – just *don't stop*

(why?)

- Practise disconnecting from your inner critic
- A useful outlet to get unstuck
- A tool of discovery
- An exercise which will improve your writing

Tools & Tricks: Notebooks



Freewriting Peter Elbow Writing With Power Direct Writing With Power

Think carefully on the topic, Divide your total time in half...

1. Write fast, keep your momentum going, without allowing repetition or tangents.

Stop half-way!

2. Then do structural clean-up and editing.

Tools & Tricks: Notebooks Freewriting **Direct Writing** Prewriting Edit ruthlessly Editing • Don't get too attached. Drafting

- Cutting stuff out generally improves the piece.
- Edit later, this frees you up in the drafting stage.

Edit ruthlessly

You to our wonderful city.

We are. Invercargill.

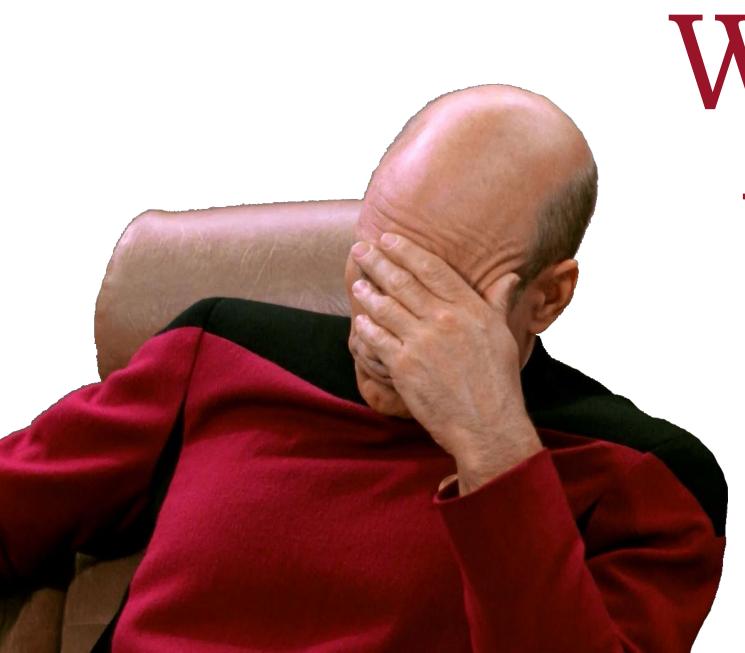
ercargill

ME

We are. Local Government.

icc.govt.nz





What's wrong with vou?

Writing for Teachers

- Often we learn by writing essays at school or uni.
- The teacher already knows the topic inside out.
- Most teachers focus on grammar, spelling, and structure.
- What's wrong with that? • Normally the author is the expert, not the audience!
 - Bad habits

The Problem

- Writing to prove how smart you are, or to seek approval.
- Not considering your audience and their needs.

■

Charging off on a tangent

Case study of a writing disaster: "To PV or not to PV"

Step One: Set unreasonable expectations

Two: Research – Write – Get stuck – Repeat

Three: Allow scope to balloon out of all proportions

The main issues were

I wasn't clear what I was trying to achieve I hadn't defined my audience



Rhetorical Situation

Exigence ?!? Audience Purpose Genre

Phr. To neself in an tion of the nce of this

ng to an e. university; decent exon of sexual wards disi tionist d. mod.L. Having ing forth. [ad. L. |-163] L.

Fr. eau de vie).

straits 1030. If the which is needed; demands, needs, requirements 1581. 2. The various e. of time and occasion *Bk. Com. Prayer.* The exigencies of theology 1857. Exigent (e.ksidzěnt), *a.* and *sb.*¹ ME. [ad. L. exigentem, exigere, f. ex-out + agere to drive; see EXACT v.] ad.

00 (

Fastings

Exindusi

Ex- pref.1 -

baving an in

Exingui

ef.1 + L. 23

A. adj. Si

B. sb. 'T1

the limbs of

Exintine

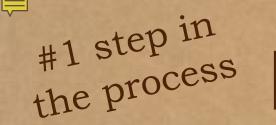
+intus + -I

A. adj. 1. Requiring immediate action or aid; pressing, urgent 1670. 2. Requiring too much; exacting 1828.

I. That e. cry for help CLARENDON. 2. A love that clings not, nor is e. SIR H. TAYLOR.

+B. sb.1 I. A state of pressing need; an occa-

Exigence = Why? (context & demand for you to write something)



Rhetorical Situation

Exigence What's the pressing need for this thing?

**** → Audience

Define your audience(s) What are their expectations and needs?

Purpose

(1) Your purpose as an author(2) Your audience's purpose as readers

Genre Form and presentation, type of writing What are the genre conventions?

Where's the energy?

Exigence

Audience



Purpose Genre Awesome!

Channel that energy and write with your audience in mind...

Where's the energy?

Exigence

Audience

Hostile audience? That's ok...

Purpose

Maybe focus on Author's Purpose or Structure to get your words out. Come back later when editing and tweak to fit your audience.

0

Example: Disability Pride Week

Exigence

- Disability Pride Week coming up
- My work signing up for Accessibility Tick

Audience

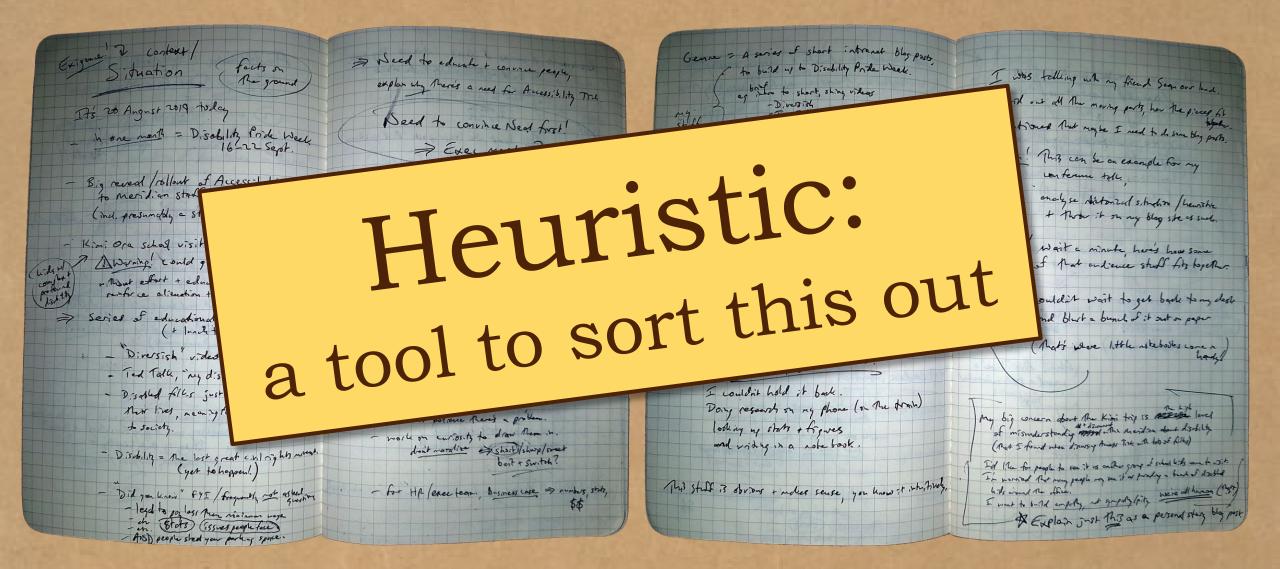
- Executive Team
- Co-workers

Purpose

- My purpose: Raise awareness Why
- My readers': Don't get lectured at
 - Curiosity: Tell a story!
 - Sell it: Business case!

- Genre
- Intranet
- Personal blog

Example: Disability Pride Week



The formal set of the factors of th

1864. One of the

ĕră), sb. pl. 1826. πτερόν wing.] En-

silicate of aluminium and calcium, found in crystals of various colours with pearly lustre. Heureka, the proper sp. of EUREKA, q. v. Heuretic (hiure tik), sb. rare. [ad. Gr. cipetixos inventive.] The branch of logic which treats of the art of discovery or invention. SIR W. HAMILTON.

Heuristic (hiuri stik), a. (sb.) 1860. [irreg. f. Gr. $\epsilon \dot{\nu} \rho i \sigma \kappa \epsilon \iota \nu$, app. after words in *-istic* from vbs. in $-\iota \zeta \epsilon \iota \nu$ -IZE.] I. Serving to find out; spec. applied to a system of education under which the pupil is trained to find out things for himself. 2. sb. = prec. ABP. THOMSON.

Invention heuristic = a series of questions to determine all aspects of the rhetorical situation

Heuristics

Check out the

heuristics on

my website

DrNatJG.com

A heuristic is a method of guided discovery which enables students to discover answers for themselves.

Here are a few sample heuristics, based on notes by Anne Hungerford and the Technical Writing Advanced Workshop course at Simon Fraser University. Let me know if you find them helpful for your writing process!

- <u>Heuristic for Blog Posts</u>
- Creating a Conference Presentation
- <u>Documenting a System or a Process</u>
- <u>Writing a Proposal</u>
- Writing a Business Letter
- Drafting a Press Release
- Creating a System Change Recommendation



Conference Presentation

Exigence

- What's the conference theme or topic?
- What's the idea in a nutshell? (one simple sentence)

Conference Presentation

Exigence

Audience

- Who's my audience? Who's coming to this conference?
- What level am I pitching this to? Is there a range of levels of understanding in the audience?
- Do I anticipate any audience issues? (e.g. expectations, preconceptions, hostile, disinterested...)
- If they have options at the conference (e.g. Stream A vs Stream B) then what would make them want to show up to my talk?

Conference Presentation

Exigence

Audience

Content

- What information do I want to impart to my audience? Prioritize the key pieces of info.
- How does that differ from audience expectations?
- What do I have to offer that's new?
- How much material have I already got that I could recycle?
- How much new research is required?

Conference Presentation

Exigence

Audience

Content

Genre

- What's the most appropriate format? (e.g. PowerPoint, video, Prezi, etc.)
- What info can I pull out of the presentation? (e.g. handouts, web references, etc.)
- What's an appropriate tone for the talk?
 - (e.g. inform/persuade, lecture/entertain, etc.)

Conference Presentation

Exigence

- Audience
- Content
- Genre

Sanity check

- There's *always* too many slides and too much text in a presentation.
- Leave time for questions.
- Seriously, what possessed me to submit this abstract/proposal?



#