

CSS 301 Technical Writing Patterns

Writing Pattern	Purpose	Assignment
Self-reflective discussion	Relates your self-reflective thoughts about a personal subject. Useful for when you need to write your half of your yearly performance evaluation or other self-reflective writing. Crosses an informal/formal tone. Maybe delivered as email or internal memo.	In-class practice: Writing about a personal experience inductively Delivery: memo or email
Comparison and Contrast	Provides an objective evaluation of the similarities and differences between multiple subjects so someone can make a decision. May include a recommendation. Maybe delivered as email, internal memo, report, etc.	Assign #1: Comparison and contrast paper Delivery: memo
Procedures	Relates the procedural use of a product (such as a header file). Maybe delivered as internal memo, report style, etc.	Assign #2: Procedures Delivery: as a Chapter in a book
Position paper	Presents evidence to support a point of view and to support one's professional credibility, while still keeping the readers' goodwill. Maybe delivered as internal memo, report style, etc.	Assign #3: Position paper Delivery: Report
Abstracts	Convinces the readers to read the longer document. Extremely concise (e.g., word limits ~150). Delivered as part of a report or seen on a website.	Assign #3: Position paper
Problem/Solution	Either states a problem and offers a solution (problem/solution). Requires that your audience arrive at same conclusion. Maybe delivered as a report.	Assign #4: Problem/Solution Delivery: depends on your scenario
Letters	Communicates to others who are either external or internal to your organization, respectively. Format: Depends on the purpose of letter	Exams
Memos	Communicates to others who are within your organization, thus look informal.	Assign #1