

Most Common Technical Writing Outputs/End Products

1. Business letter. It is written primarily to transact business.
2. Feasibility report. This reports the financial, economical, and technical benefits/practicability of a proposed business project.
3. Abstract. It is a summary of a conducted study.
4. Specification. It gives detailed description or assessment or calculations of requirements, dimensions, materials, etc., as of a proposed building, machine, bridge, etc.
5. Brochure. It is a pamphlet or booklet containing summarized or introductory advertising or information about a product, service, or idea purposely written to attract attention and action of the customers.
6. Memorandum. It is usually a short interoffice communication about company matters, e.g. on something to be done or acted upon in the future.
7. Instruction manual. It refers to a manual usually accompanying a technical device or appliance which gives directions for use. It may also refer to a set of directions for work procedures or policies.
8. Proposal. It is a plan or a scheme proposed to elicit action for a change or performance which may help solve a problem.
9. Treaty. It refers to a formal written document of agreement between two or more parties aiming for peace, alliance, commerce, or other international agreement.
10. Article (books and technical journals). This may refer to an abstract, summary, introduction and discussion submitted and published in books or journals.
11. Contract. It is an agreement between two parties enforceable by law in doing or not doing something.
12. Policy. It contains a definite course of action adopted and pursued by the government, company management, or any organization.
13. Progress report. It pertains to an account of work on what has been accomplished during a specified period of time, including future expectations in the next period.
14. Technical paper. It is a research paper describing a new concept or development intended for a professional journal or magazine.
15. Laboratory report. This is a record of laboratory tests with corresponding procedures done. It contains descriptions of the scope, equipment, procedures, results, and possibly conclusions and recommendations.

16. Survey report. It is an initial report on any subject or product service using subjects like potential market, labor policies, public opinion, and community resources.

17. Resumé.