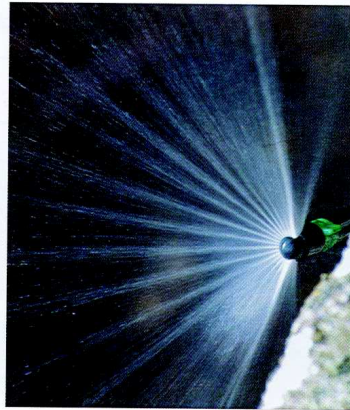


14 What's that exactly?

Technical writing

- 1 Read the text below and discuss these questions.
 - 1 What technology is it describing?
 - 2 Is anything unclear in the text? (Why?)
 - 3 The text contains some mistakes. Can you find and correct them?
 - 4 Can you suggest any other improvements to make to the text?

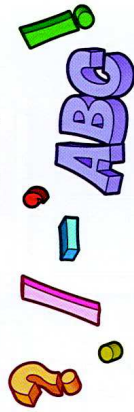


Roof surface spray cooling system

This new innovation in temperature control cools water during the night water is sprayed over a building's roof and left to cool through evaporation and radiation. The cooled water is then collected, stored, and used to cool the building the next day.

In tests, this fantastic system cooled up to two gallons of water per square foot of roof surface to temperatures well below the minimum night air temperature.

- 2 Listen to some people talking about the text and make the changes they discuss.



- 3 Complete the chart with the correct symbols.

Punctuation and capitalization	
?	question mark
	full stop*
	comma
	slash or forward slash
	hyphen
	brackets**
	apostrophe
	capital letters
	exclamation mark

*Am Eng: period ** Am Eng: parentheses

- 4 Which punctuation should you use:

- 1 at the start of a sentence?
- 2 at the end of a question?
- 3 to separate items in a list or show where there is a slight pause in a sentence?
- 4 to enclose extra information within a sentence?
- 5 to join two words to form a new one?
- 6 to indicate alternatives or after *http* in website addresses?
- 7 after words or phrases that express strong emotion?
- 8 to indicate one or more letters are missing and before the letter *s* to indicate possession?

- 5 Read the rules for writers. Work in pairs. Correct the rules so they follow the advice.

Rules for writers

- 1 a sentence should begin with a capital letter and end with a full stop
- 2 Use commas to separate items in a list when you write letters emails reports PowerPoints manuals instructions and other documents
- 3 Don't use commas, which aren't necessary.
- 4 Don't use question marks inappropriately?
- 5 Never use multiple exclamation marks!!!!
- 6 Its important to use apostrophe's correctly.
- 7 Only Proper Nouns should be capitalized.
- 8 BTW, remember not 2 use chat or TXT abbreviations.
- 9 Don't abbrev.
- 10 It's important to avoid colloquialisms, ain't it?
- 11 Check your spelling.
- 12 Check to see if you any words out.
- 13 Verbs has to agree with their subjects.
- 14 Be carefully to use adjectives and adverbs correct.
- 15 Don't use no double negatives.
- 16 Roughly speaking, good technical writing is more or less specific.
- 17 Short sentences are generally best so avoid long sentences which go on and on because your readers will find it more difficult to know when one idea has stopped and another has begun and it will prevent you from getting your point across clearly and effectively.

- 6 Work in pairs to perform a 'running dictation'. It's a competition. You're going to dictate a text to one another. Read all the instructions before you start.

Instructions

- 1 The preparation

- A – Sit down and get a pen and paper ready, so you're ready to write.
- B – Keep this book open to this page and place it on a table or chair on the opposite side of the room. Then go and stand beside A.

- 2 The dictation
 - B – When your teacher says Go, run to the other side of the room and read the beginning of the text below. Remember as much of the text as you can. Then run back to A and start dictating it.
 - A – Write down what B tells you. Then give B the pen.

- A and B – Change places.
- A – Run to the other side of the room. Read and remember some more of the text. Then run back and dictate to B.
- A and B – Continue in this way until you have written the whole text.

3 The quality control

When you think you have finished, show your teacher what you have written. They will check it for errors. The first pair to finish are the winners, but remember the text must be 100% correct. There must be no grammar, spelling, or punctuation errors.

Writing technical documents

The key to success in technical writing is to present relevant information in a logical way. This means your writing must be well structured. It's also important to KISS – Keep it Short and Simple. Short sentences and simple expressions make documents clear and easy to read.

A good writer adapts to their readers. So the words you use when you're writing for engineers will be different from the words you use with laypeople. Every professional field has its own specialist terms or jargon. Your readers must understand the terms you use, and if you think they might not know them, you should explain them.

'A picture is worth a thousand words' is a cliché, but it's true. The use of diagrams, charts, and flow charts can make technical ideas much easier to understand.

And finally, don't forget to use your computer's spelling and grammar checker. It only takes a few moments to set it up to work in other languages, and it's one of the most useful tools a writer has.

Measurements and conversions

- 1 What do you know about the metric measurement system? Work with a partner and discuss these questions.
 - 1 In which country was the metric system developed: The USA, France, or Greece?
 - 2 How did people decide how long a metre should be?
 - 3 How big is a decimetre: $\frac{1}{10}$ of a metre or 10 metres?
 - 4 What's another definition of the volume of a cubic decimetre?
- 2 Read this article and check your answers.

Measuring the world

Back in the eighteenth century, French scientists wanted to create an ideal system of measurement. To ensure that measurement units would remain the same

from place to place, they looked for constants in nature to form the basis of a new system. At that time they believed the circumference of the earth never changed, so they based the unit of length on the earth's polar quadrant. The distance from the equator to the pole was calculated and divided by ten million. That measurement became the metre, the foundation of the metric system.

Multiples of ten are core to the metric system. A thousand metres is a kilometre and on a descending scale, a tenth of a metre is a decimetre, a hundredth is a centimetre, and a thousandth

Britain are still widely used. So the weather forecast tells you the temperature in degrees Fahrenheit and people generally think in terms of old measurements like ounces and yards.

In the UK, metric measurement now dominates, but there are still areas of life where people use old imperial measurements.

So someone might describe their height in terms of feet and inches, or their weight in terms of stones and pounds. They might talk about the fuel consumption of their cars in terms of miles per gallon, and in British pubs, people still buy their beer in pints.



- 3 Answer these questions.
 - 1 What fraction of the earth's polar quadrant is a metre?
 - 2 What number do you have to multiply a metre by to get a kilometre?
 - 3 What number do you have to divide a metre by to get a decimetre?
 - 4 How many examples of imperial measurements can you find in the article?

- 4 Use these words and phrases to complete the chart:

minus take away times works roughly plus divided by multiplied by

Formal	Less Formal
$3 + 2 = 5$	
Three ¹ two equals / is five.	Three and two is / are five.
$6 - 2 = 4$	
Six ² two equals / is four.	Six ³ two leaves / is four. Two from six leaves / is four.
$3 \times 5 = 15$	
Three ⁴ five equals / is fifteen.	Three ⁵ five is fifteen. Three fives are fifteen.
$8 \div 2 = 4$ $\frac{8}{2}$	
Eight ⁶ two equals / is four. Eight over two.	Two into eight is / makes four.

Saying results and approximations

That⁷ out to ...
That's exactly ...

It's somewhere around...
It's⁸ ...

- 5 Listen to some people converting metric measurements to imperial measurements. Complete the information about this gauge.

Part No.: 624550027L3

Materials:¹

Maximum Operating Pressure:² bar³ PSI

Maximum Operating Temperature:⁴ °C⁵ °F

Price:⁶

Discount rate:⁷



- 7 Follow these instructions and write down a calculation. What does it work out to?

Think of a number and write it down. Multiply it by 2 and add 2. Multiply the result by 3 and add 3. Take away the original number and then subtract 9 from the result.
Divide by 5 and you should be back to the original number.

Use the phrases from exercise 4 to say your calculation aloud.

- 8 Write down a simple sum using any combination of these symbols: $+$ $-$ $\div$ $\times$ =
Dictate your sum to the class but don't give the result. They should tell you the answer.

- 6 Listen again and write the calculations they make to:

- a convert bar to PSI.
- b convert from Celsius to Fahrenheit.
- c work out the discounted price.