

Sections in Document

- Discussion
- Conclusion
- Recommendation

Example

“This document proposes a feasibility study for constructing a new Trade Center in Islamabad.”

Documents meant to ‘enact’ something

Document Type

- Acceptance Letters
- Regulations
- Patents
- Authorization Memoranda

Example

“NOTICE: Construction site for Trade Center ahead; no unauthorized persons allowed.”

b. Implicit Purposes of a Document

Implicit purpose means the purpose which is not clearly stated in the document. Keep your implicit goals in mind when writing a document. In addition to explicit goals, writers almost always write with other unstated but still extremely important implicit goals. Common goals are:

- To establish a relationship
- To create trust and establish credibility
- To document actions

To Establish a Relationship

Communication not only conveys information but also establishes a relationship between a speaker and listener, or a writer and reader. A well-written letter of inquiry, for example, can begin a professional connection that may last for years. Readers of research reports often initiate long and fruitful correspondences with the authors.

Even seemingly impersonal documentation and instructions can, if written carefully to address a user's need, establish a positive relationship between the user and producer of the product.

To Create Trust and Establish Credibility

An underlying goal of all technical and scientific writing is to get the reader to trust the writer's credibility.

Scientific and technical writing is based on precision. Accordingly, any technical or scientific document should justify the reader's confidence in the accuracy of its content, style, and organization. Carefully qualify statements that need to be qualified. Do not make claims that are merely suppositions. If your reader begins to doubt your ability or intent to analyze and shape data with a minimum of distortion, the document will no longer be effective.