

Technical Writer Job Interview Questions And Answers



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Technical Writer Interview Questions And Answers Guide.

Question - 1:

How to validate information content, what you have written?

Ans:

Through appropriate subject matter experts designated to provide and review information content, and managers designated to confirm you have communicated with these subject matter experts. A communications and validation process must be in place or implemented.

This question is important and provide fast information with regards to the experience of the writer. The experienced Technical Writer knows information content is collected through subject matter experts typically assigned by a Senior Manager. If they have any problem describing a communications process for information collection and validation, their lacking experience.

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Question - 2:

Explain an Operations Manual typical outline?

Ans:

The outline should consist of no less than the following Topics:

Introduction

Overview

Safety

Operations

Troubleshooting

Maintenance

Service and Support

This question examines their experience, because the answer to this question is basic. This simply means a typical draft outline would begin with these topics, but ultimately may include more. The experienced writer never forgets the topic "Safety", the less experienced writer may forget to include Safety.

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Question - 3:

What is the importance of documentation for a product based company?

Ans:

In a product based company, documentation plays a huge role in attracting new customers, helping the existing ones with their way around the product. It is important to showcase the product, its features, what's new scenarios, the new end and fast solutions to certain previously known problems. All this information should be communicated in a clear and concise manner, that actually interests the potential user to go a step further in getting to know more about the product. In case of a current user, he/she should be comfortable to look into the documentation for any potential troubleshooting issues with the product. If a product documentation can achieve that, it itself is a success to the company in many ways.

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**Question - 4:**

How to create 2 table of contents in a single word...Actually, I created one table of content for module1.....and in the same word i want to create another table of content for module2...IF i am following the procedure which is specified to create table of contents.....then the table of contents added for module1 is reflecting at module2 table of contents. I am unable to create table of contents for module2 in same word?

Ans:

Use different table identifiers. Each TOC is given a letter identifier, and the entries for each TOC are marked with that letter. So "C" entries go into TOC "C". Split the document into separate sequential bookmarked areas. Each bookmarked part then has a TOC created for it

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Question - 5:

What is the goal of ERP/SAP?
Disadvantages of ERP/SAP?

Ans:

SAP is basically a course pursued after completing your graduation in engineering. Generally SAP course is preferred in large firms or multinationals. As far as ERP and its disadvantages are concerned i don't have information about them...but i feel SAP would add as an advantage....

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