



# InfoPlus+

Monthly newsletter from the Institute of Scientific and Technical Communicators

October 2023

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The ISTC is the largest UK body representing scientific and technical communicators. If you are involved in technical writing, technical illustration, or communicating technical information in other ways, it's the professional association that can support your career. Interested in membership? Find out more here.

This free newsletter is emailed to about 1500 people. As well as ISTC news, *InfoPlus* contains listings and articles of general interest to the profession. Subscribe here.

Advertising:  
[istc@istc.org.uk](mailto:istc@istc.org.uk)

Editorial: [Michaël McFarland Campbell](#)

Layout Editor: [Bob Hewitt](#)

ISTC Office: Unit 19 Omega Business Village Thurston Road Northallerton, DL6 2NJ

Tel: +44 (0)20 8253 4506  
Email: [istc@istc.org.uk](mailto:istc@istc.org.uk)  
Web: [www.istc.org.uk](http://www.istc.org.uk)

## ISTC News

### UK Technical Communication Awards

*Communicating excellence*

#### Announcing the UKTC Awards winners for 2023

*Linda Robins FISTC, President*

The winners were announced at the TCUK23 celebration dinner on Tuesday 26 September.

Awards were presented as follows:

- ▶ 1 Overall Winner
- ▶ 2 Merit Award Winners



#### Overall Winner (Trophy Winner)

##### Quantum Black: Kedro (documentation and blog)

Quantum Black's entry comprises the Kedro documentation and blog. These provide information to users of Kedro, a framework reproducible data science to help teams generate value from business data. The brief stresses the importance of keeping messaging simple, friendly and functional. Typically the users are data scientists, data engineers, machine learning engineers, product managers and engineering leads.

The documentation and the blog are very impressive in the fulfilment of their brief. The simple, friendly and



functional message was very evident throughout the documentation. The layout was very clear. The navigation on the left was simple; the breakdown from beginners to expert was particularly well executed.

The use of direct language with consideration given to different levels of expertise is very effective. This combined with the clear and user-friendly navigation makes the documentation very attractive. The style of the blog is fresh and engaging with contributions from different writers. This is a very impressive entry and worthy winner of the UKTC Awards 2023 Trophy.

#### Merit Award Winner

#### Buffalo Quick Setup Guide and User Manual for Digital Music Library N1

The Buffalo submission is the end-user documentation for the N1 digital music library, comprising a quick setup guide and a user manual. Buffalo was required to design and produce the documents in two months. The writers and product developers collaborated closely in



the preparation and review of the draft documentation to ensure accuracy and consistency.

The level of detail provided guides the users in installation of the product and integration with other devices. It extends to inclusion of troubleshooting information and advertises features for prospective customers.

The documentation provides a suitable level of detail for the target audience. The content and presentation are balanced and effective. The combination of quick setup guide and a user manual provide comprehensive information to meet the brief in impressive style.

#### Merit Award Winner

#### IBM Redbooks publication: Keeping Up with Security and Compliance on IBM Z

The IBM submission is the documentation for IBM Z Security and Compliance Center users. It explains how an organization can use the product to enhance and simplify its security and compliance processes for IBM Z environments. Specifically, the book helps



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the reader identify the IBM Z security capabilities needed to meet standard compliance through use case scenarios and best practices using the product. The brief is clear, and the result fulfils this brief comprehensively and effectively.

There is a considerable amount of information; the structure and presentation are crucial to the success of the documentation. The use of language is excellent, and the delivery style is well-suited to the content. The consistency of approach and level of detail provide comprehensive and effective documentation.

### **Professional Awards 2023**

The ISTC Professional Awards were announced at the TCUK23 celebration dinner on Tuesday 26th September. Awards were presented as follows:

#### **Horace Hockley Award**

The Horace Hockley Award is presented to a person or organisation that, in the opinion of the ISTC Council, has made a considerable contribution to the technical communications industry over a sustained period. This year, our recipient is a Fellow of the ISTC whose influence spreads beyond the Institute to the broader technical

communications community. The winner of the Horace Hockley Award is Relly Annett-Baker, Google Corporate Engineering's Head of UX Content Strategy and keynote speaker at TCUK23.

Relly's influence in User Experience content design is inspirational and far-reaching. She has over 20 years experience in UX content design as a consultant, content designer and content strategy manager. This includes work with the Financial Conduct Authority, Crown Commercial Service, and other agency clients. Relly also gives presentations and runs workshops on the subject.

We are pleased to recognise the importance of Relly's success and her influence in the technical communications industry at such an exciting time.

#### **Mike Austin Award**

The Mike Austin Award is an occasional award presented for outstanding service to the ISTC over a period in recognition of the hard work and conduct of an individual who has helped the ISTC to attain and exceed its objectives. This year, the ISTC Council has awarded CJ Walker MISTC, our International Lead on the ISTC Council. CJ is zealous in promoting the ISTC and has served as a

volunteer at successive TCUK conferences since 2014. She has been the international Lead since 2015.

CJ is well respected and has a good international network of technical communications professionals. Her company is based in France, specialising in Recruitment and Training in Content Management, Digital Strategy, and Technical Communication. CJ is at the forefront in advising on automation and artificial intelligence developments. We are fortunate to benefit from CJ's experience and significantly her wisdom and enthusiasm, which enrich our ISTC Council and help our members.

## ISTC Social Media

### ISTC on LinkedIn

There are ISTC groups on LinkedIn for ISTC members which include:

- Institute of Scientific and Technical Communicators  
[www.linkedin.com/groups/1858546](http://www.linkedin.com/groups/1858546)

#### England

- Cambridge Technical Communicators  
[www.linkedin.com/groups/1805651](http://www.linkedin.com/groups/1805651)
- ISTC Midlands Area Group  
[www.linkedin.com/groups/4835591](http://www.linkedin.com/groups/4835591)
- Thames Valley Area Group  
[www.linkedin.com/groups/4805266](http://www.linkedin.com/groups/4805266)
- ISTC Yorkshire Area Group for Communication Professionals  
[www.linkedin.com/groups/4662452](http://www.linkedin.com/groups/4662452)

#### Scotland

- Technical Writers (East Scotland ISTC)  
[www.linkedin.com/groups/13536907](http://www.linkedin.com/groups/13536907)

#### Ireland

- Irish Technical Writers – An ISTC Area Group  
[www.linkedin.com/groups/3369559](http://www.linkedin.com/groups/3369559)



### ISTC on Facebook

Our main Facebook page is at [www.facebook.com/ISTC.org.uk](http://www.facebook.com/ISTC.org.uk)

® You can join the ISTC Community group at [www.facebook.com/groups/490570891153888](http://www.facebook.com/groups/490570891153888) for discussion with fellow professionals.

The TCUK Facebook page is at [www.facebook.com/techcommuk/](http://www.facebook.com/techcommuk/)

### ISTC on Twitter

Follow us on Twitter at [@ISTC\\_org](https://twitter.com/ISTC_org) for everything ISTC, and specifically, [@TCUK\\_conf](https://twitter.com/TCUK_conf) for everything to do with our annual conference TCUK.

### ISTC on Instagram

If you use Instagram, you can follow us there too [www.instagram.com/istc\\_org/](https://www.instagram.com/istc_org/).

### ISTC on YouTube

You can subscribe to our videos at <https://www.youtube.com/user/istctechcomm>.



## ISTC Local Area Groups

The ISTC groups offer opportunities for technical communicators to network and share knowledge and expertise. They are open to everyone (you don't need to be an ISTC member) and are free to attend. The groups meet at intervals during the year and hold talks, peer discussions, demonstrations and social evenings. Joining a group is an excellent way to meet like-minded people in your area and get to know fellow specialists.

### Current ISTC groups

Name	Leader	Email
Cambridge	Deb Stevens	cambridge_areagroup@istc.org.uk
Midlands	James Bartley	midlands_areagroup@istc.org.uk
Thames Valley	Darren Mitcham	thamesvalley_areagroup@istc.org.uk
East of Scotland	Holli Hamilton	eastscotland_areagroup@istc.org.uk
Yorkshire	Dee Vincent-Day	yorkshire_areagroup@istc.org.uk

Contact the group leader if you want to attend one of the groups. Want to set up a new group? Contact Chantel Sankey at [istc@istc.org.uk](mailto:istc@istc.org.uk).

### Cambridge Area Group

The Cambridge Area group is a virtual zoom meeting open to anyone involved in communication from any location for free. It is the second Wednesday of the month at 6pm for approximately 40 minutes. Contact [Cambridge\\_areagroup@istc.org.uk](mailto:Cambridge_areagroup@istc.org.uk) for more information.

### London Area Group

A London Area Group is starting and plans to meet on Wednesday 25 October. Keep an eye on the TCUK forums and your email inbox for details.

## Training courses

### Armada

#### October 2023

#### 2-3 Introduction to Adobe After Effects

Teaches all the key skills needed to use the leading professional software for motion graphics, video compositing and visual effects.

10% discount for ISTC members (coupon code ISTC10).  
£345 + VAT. Instructor led, live online course  
£395 + VAT. In-class at our Milton Keynes training centre  
[www.armada.co.uk/course/ae](http://www.armada.co.uk/course/ae).

#### 9-10 Introduction to Adobe Photoshop

Learn how to create and edit images using the de facto standard in the graphics industry. Techniques covered include colour correction, working with layers, compositing images and preparing images for use on the Web.

10% discount for ISTC members (coupon code ISTC10).  
£295 + VAT. Instructor led, live online course  
£345 + VAT. In-class at our Cardiff training centre  
[www.armada.co.uk/course/ps](http://www.armada.co.uk/course/ps).

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## ...October 2023

### **23-24 Introduction to Adobe InDesign**

Provides a comprehensive introduction to the powerful capabilities of InDesign, including setting up new documents, shapes, frames and using InDesign's most popular features.

10% discount for ISTC members (coupon code ISTC10).

£295 + VAT. Instructor led, live online course

£345 + VAT. In-class at our Bristol training centre

[www.armada.co.uk/course/id](http://www.armada.co.uk/course/id).

## November 2023

### **1-2 Introduction to Adobe After Effects**

Teaches all the key skills needed to use the leading professional software for motion graphics, video compositing and visual effects.

10% discount for ISTC members (coupon code ISTC10).

£345 + VAT. Instructor led, live online course

£395 + VAT. In-class at our Bristol training centre

[www.armada.co.uk/course/ae](http://www.armada.co.uk/course/ae).

### **16-17 Introduction to Adobe Photoshop**

Learn how to create and edit images using the de facto standard in the graphics industry. Techniques covered include colour correction, working with layers, compositing images and preparing images for use on the Web.

10% discount for ISTC members (coupon code ISTC10).

£295 + VAT. Instructor led, live online course

£345 + VAT. In-class at our Bromsgrove training centre

[www.armada.co.uk/course/ps](http://www.armada.co.uk/course/ps).

### **20-21 Introduction to Adobe InDesign**

Provides a comprehensive introduction to the powerful capabilities of InDesign, including setting up new documents, shapes, frames and using InDesign's most popular features.

10% discount for ISTC members (coupon code ISTC10).

£295 + VAT. Instructor led, live online course

£345 + VAT. In-class at our Sheffield training centre

[www.armada.co.uk/course/id](http://www.armada.co.uk/course/id).



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## Cherryleaf

### New course from Cherryleaf

#### Using Generative AI in technical writing

This online course covers how technical communicators can use Generative Artificial Intelligence to help them:

- Be more efficient
- Create better deliverables for their users

We went through all the key stages in a technical writing project. At each step, we investigated whether AI tools like ChatGPT and Claude could make a Technical Writer's job easier and better. After a lot of research and testing, we ended up with the content for this course.

The course provides a framework that attendees can use to identify opportunities and best practices for integrating ChatGPT, Claude, LLaMA, and similar tools into their technical authoring processes – creating, managing, and delivering technical content.

Find out more at

<https://www.cherryleaf.com/training-courses/using-generative-ai-in-technical-writing-training-course/>.

ACCREDITED  
TRAINING  
COURSE



#### Technical Author/Technical Writer/ technical writing e-learning course

<https://www.cherryleaf.com/training/technical-author-basicinduction-training-course/>.

Learn to write like a professional technical communicator. This

course teaches you the fundamentals of technical writing, and helps you understand your role as a Technical Author (or similar position).

This technical communication course is accredited by the Institute of Scientific and Technical Communicators.

#### New two course bundles

We offer five bundle options that contain two courses at a discounted price:

- [Technical Writing & Screenshots Course Bundle](#)
- [Technical Writing & UI Text Course Bundle](#)
- [Technical Writing & User Onboarding Course Bundle](#)
- [Technical Writing & Copywriting Course Bundle](#)

#### Virtual classroom courses

We also offer the following courses in virtual classroom format for organisations:

- Technical writing for developers
- Technical writing for Support staff
- Technical writing fundamentals
- Writing policies and procedures
- Writing financial policies and procedures

See: [Cherryleaf training](#).

#### Become a better technical or business communicator

Everything you need to know about onboarding customers onto your product.

[Creating content for user onboarding](#).

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## ESTON Training

**Technical/Commercial Authorship (Former ISTC Syllabus Parts 1 & 2):**  
<http://www.estontrg.com/technicalcommercial-authorship/>. A £50 discount is offered to ISTC members for this course.

**Simplified English:**  
<http://www.estontrg.com/english-language-courses/>.

**Standard Generalised Mark-up Language (SGML):**  
<http://www.estontrg.com/standard-generalised-mark-language-sgml-course/>.

**Editing and Publishing Magazines:**  
<http://www.estontrg.com/editing-publishing-magazine-course/>.

**Report Writing:**  
<http://www.estontrg.com/report-writing-course/>.

**Business English:**  
<http://www.estontrg.com/business-english-course/>.

## Firehead

**An Introduction to Content Operations**  
<https://firehead-training.net/course/an-introduction-to-content-operations>.

**Creating user onboarding content**  
<https://firehead-training.net/course/creating-user-onboarding-content>.

**Creating Screenshots and Images for User Guides**  
<https://firehead-training.net/course/creating-screenshots-and-images-for-user-guides>.

**DITA concepts**  
<https://firehead-training.net/course/dita-concepts>.

**Introduction to Content Design**  
<https://firehead-training.net/course/content-design>.

**Specifications for Technical Communicators**  
<https://firehead-training.net/course/specifications-for-technical-communicators>.

**Fundamentals of modern technical communication**  
<https://firehead-training.net/course/technical-communication-fundamentals-1>.

## MadCap Software

For details of the latest MadCap Software training schedule (both on-site and online) visit: [www.madcapsoftware.com/services/training/](http://www.madcapsoftware.com/services/training/).

## Free technical writing courses

*Some free technical writing courses submitted by Mike Mee*

<https://developers.google.com/tech-writing/overview>.

<https://www.udemy.com/course/technical-writing-a-quick-start-to-software-documentation/>.

<https://github.com/wise4rmgod/TechnicalWriterResources>.

<https://iimskills.com/a-guide-on-technical-writing-and-technical-writing-training/>.

<https://iimskills.com/a-guide-on-technical-writing-and-technical-writing-training/>.



## Let's talk content ops

ISTC Honorary Fellow, Rahel Baillie, hosts some webinars talking about things that are of interest to technical communicators.

Webinars include:

- ContentOps as Part of Product Lifecycle Management
- Let's Talk Content Operations
- Growing a Customer Support Site Into a ContentOps Pipeline
- Turning Team Pains into Operational Gains

Find out more at

<https://www.brighttalk.com/search/?q=Let's+Talk+ContentOps>.

## Quiz: What is the part of Speech

In English, a word can have more than one part of speech. For example, the word 'oil' can be a noun and it can be a verb.

- Noun: Put oil on the bearing.
- Verb: Oil the bearing.

Sometimes, a part of speech is ambiguous. Think about this sentence:

The technician did not get this biweekly.

Two different analyses are possible for 'this biweekly' (adjective + noun, or pronoun + adverb).

Sometimes, we can use our world knowledge and the context to help us to decide the part of speech.

For each of the sentences that follows, what is the part of speech of the highlighted word or words? To find the ambiguities, free your mind from the constraints of reality. The answers are on the back page.

1. Before the explosion, the technician saw the water bubble in the glass pipe.
2. The problem occurred due to split pins.
3. Do commission test checks for loose bolts and tighten them if necessary.
4. As soon as possible, he picks up the telephone and dials.

5. Writing tests can be difficult.
6. Due to our office moving, we will be closed next week.
7. Allocating documentation prevents unnecessary user confusion.
8. Of course, there are no longer control houses in the country.
9. There is still work to be done.
10. Their new software functions like a dream.

## Information to help you become a better communicator – from Cherryleaf

### Examples: Manuals showcase

[Manuals Showcase](#) is an archive of unusual or interesting user and procedures manuals. It shows the variety of technical communication.

### Creating screenshots and images for user guides

We've introduced some new bundle options for our popular Technical Author/Technical Writer/technical writing training course. In addition to the standard course, you can also get a [second course at a discounted price](#).

## Tekom Europe 10 years



Tekom Europe will celebrate its 10-year anniversary at the tcworld conference from November 14–16 with a series of initiatives including the welcome speech at the opening and small celebrations during the days of the conference. Exact times and places will be communicated soon. We are looking forward to celebrating together with you!

### Annual Conference of the Australian Society for Technical Communication Incorporated

The Annual Conference of the Australian Society for Technical Communication Incorporated is on 12 and 13 October. All members of the ISTC can register at the ASTC members' rate. You don't have to travel to Melbourne to attend, as there is the ability to attend via Zoom, although the

ASTC would of course welcome anyone who wants to travel to Australia.

Conference program: <https://www.astc.org.au/2023-conference-program>.

Conference Registration and Pricing Options: <https://www.astc.org.au/2023-conference-registration>.

Email: [conference@astc.org.au](mailto:conference@astc.org.au)

### From Service To Civilian: My 5 Top Tips

*Jack Smith*

In this short article, I hope to dispel a couple of myths and assist anyone reading it, to feel a little more at ease going into a civilian “posting”.

In my short time in “1 Civ Div” I have come to realise that everyone’s transition into civilian life is different. As I didn’t join the Army until I was 24, I already had some other experience on the outside, and as a JNCO and middle manager, would my hints and tips be of any use?

When I first got offered my job, I got too excited and went and bought a million brightly coloured socks, just because that couldn’t be dictated to me anymore. I was also thrilled at the idea of growing a beard.

So, I felt like my daft response to having facial fuzz freedom wouldn’t make for useful reading.

I deliberated further and it occurred to me that actually, as an employer and leader of people I may have some insight that I wish someone had given me when I was headed into civilian employment, so here I am.

*Disclaimer: This article is based on my own experience, not everyone will agree on some of my tips.*

#### 1. Your vernacular:

The first thing that really worried me was my mouth. The fear of being dragged into HR mere hours into my first day because I dropped a C-bomb on someone was very real, and I figured the excuse “it’s a term of endearment” probably wasn’t going to wash. The reality is that we are, inherently, good at reading the atmospherics of a room and controlling the things we say. Shockingly the same rules apply to civilians as to military personnel:

- ▶ Know your audience.
- ▶ There is a time and a place.
- ▶ Don’t use profanity in professional situations.

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This applies to the use of acronyms, the number of wasted emails I have sent defining PSA and COA doesn't bear thinking about.

## 2. Your experiences:

When I first interviewed for my role, I was very conscious of the fact I was saying "during my time in the Army" a lot; I also felt like a prat when people would ask me about my service, as the experiences they were asking about were just part of a normal working day to me. My tip is this, don't be embarrassed about your service experiences. If people ask, it is because they are interested to hear about it. It's also so important to draw from your experience when making decisions to make the most of what you know.

It may seem that Military and civilian experiences are a world apart – and they are, but find the relevance and it will pay dividends down the line.

Further to this, in the words of Liam Neeson you "have a specific set of skills" that are useful in Civ Div, and employers are actively looking for:

- ▶ Take no prisoner attitude
- ▶ A natural problem-solving ability
- ▶ Developed lateral thinking skills

- ▶ Well presented and on time
- ▶ Collected under pressure
- ▶ And a strong work ethic

Not only that, apply for jobs you think you qualify for and don't undersell yourself. I applied for an entry-level job thinking my military experience would not be worth the paper it was written on, but I included everything and when I sat for an interview, I was invited to interview further for a management role more befitting my leadership and trade qualifications.

## 3. Being a social hand grenade:

This one is personal; on more than one occasion I have been named during a "responsible drinking behaviour" brief and I used to wear it like a badge of honour. I was always the risky bet in the NAAFI or on a battlefield study and I have had some amazing times (the ones I remember anyway) like waking up after remembrance in full FADs, Kebab still warm in my pocket. That said, the dread that coursed through me when I was invited to a managers and leaders social event put me in a cold sweat, if my mouth hadn't got me sacked yet a call for a naked bar probably would.

I voiced my concern to my superiors prior to accepting the invitation and was told not to

be so nervous and that I would be looked after – lucky me. I needn't have worried, going back to my reference about atmospherics I started to understand three things:

- The people who employed me did so for a reason and they wouldn't put me in a situation that couldn't be controlled
- The people I work alongside actually welcomed the idea of being on a social with someone who is military, I think they felt it guaranteed a good night
- I was not the only one at risk of being an embarrassment to myself

Embrace work socials and start off slow, there is plenty of fun to be had without breaking into a naked bar or mess football territory.

## 4. Leadership lessons:

I would be remiss if I didn't discuss leadership in a blog for this forum. My advice is simply this, use what you've learned. There is nothing wrong with a better devil-you-know approach, although there are some drawbacks. In my civilian role I have been told that I can be a little direct when talking to people and not everyone is okay with receiving orders, (using a model pit may have been a bit overkill I admit) but

my ability to take control of a situation and lead from the front has been noted. I have also bought a combat estimate/7 questions process into team meetings, why? Because it works and I know it works. It may seem ridiculous, but if it is something you know that has worked for you before, use it.

Ultimately the British Armed Forces has some of the best leadership training in the world, it is something that is bred into us from the day we go to the assessment centre. We get taught to take the “condor moment”, we are taught how to react under pressure and we learn what leadership styles suit us whether we come from the ranks or from commission. Our leadership training teaches us a challenge complacent mentality within the hierarchy and how to lead through adversity, so why not take full advantage of the processes and training laid before us?

#### 5. The Reserves:

My final piece of advice is to look at continuing your service with reserve forces. I have met many a service person who openly declares they are “burning their uniform” as soon as it comes off but consider this.

- It's money for old rope. You might not need to learn anything new to be able to step into a role as it may be something you have been doing for years.

- It's a fallback. I'm not saying go headlong into an FTRS position, but there will always be a way to earn a little extra income with the reserves, especially when the chips are down. This is from experience I currently fulfil a role in a reserve training regiment, without which I could very well have ended up homeless.
- It scratches an itch. Like many, I miss my mates and the social element of the armed forces, the Reserves is a space wherein I can be unabashedly true to myself and enjoy all the elements of life in the armed forces that I always have.
- I still love putting my green jeans on and standing 10 feet tall when I do.

Besides all this, what you do within the reserved space is a choice. When you feel you have had enough or that you're holding on for no real gain you can just let it go. In my opinion, the question you need to ask yourself is “Why not?” There is no harm in giving it a go even for just a little while.

As I said at the beginning of this article these are some hints I can offer from my experience, but I feel like I should add some honourable mentions for you to consider.

- Utilize the civilian accreditation offer
- Attend institute forums and seminars for networking
- Be bold when applying for a new role
- Speak to people who have been through the process of signing off and starting again, listen to multiple sources of advice and tailor that advice to your own needs and requirements.
- Enjoy the challenge

I would like to close by saying thank you for taking the time to read through this blog, and I hope you have gained a little something from what will be, at the time of writing, my first article. I am loving life outside of the military and I am willing to speak to anyone should they feel they could do with some advice.

Originally posted on <https://leadership.global> (*The Institute of Leadership*).



## What is Neurodiversity?

Dictionary.com explains neurodiversity and gives helpful tips on what is the correct language to use to describe it. See more at <https://www.dictionary.com/e/types-of-neurodiversity-words-to-know/>.

## Upcoming Events



**tcworld conference 2023,  
14 – 16 November, Stuttgart.**

[Registration](#) for the [tcworld conference 2023](#) is now open. With more than 200 presentations in German and English, this event draws professionals from technical communication and related fields from across the world. The [tekomp fair](#) will play host to additional technical presentations, meetups, and showcase sessions as well as the careerHUB and Arena. Renowned exhibitors will reveal their latest developments in their own showrooms.

This is your opportunity to expand your knowledge, to network, and to exchange ideas with colleagues and experts!

For great discounts, don't miss the early bird deadline on 17 October, 2023.

### Product Design Week London 13 – 17 November 2023

Tech Circus are specialists in UX and Product Design Week includes a UX writing day. A discount of 15% is offered to ISTC members. Use code **ISTC15**.

For more info see <https://techcircus.io/en/events/product-design-week-london>.



### Let other technical communicators know your news

*Michael McFarland Campbell MISTC*

*InfoPlus* is here to help technical communicators hear the news about our profession including—but not solely—news from the Institute of Scientific and Technical Communicators. If you have information for the tech comm community, please do send it to me, so we can make sure as many people hear about it as soon as possible. My email is [newsletter.editor@istc.org.uk](mailto:newsletter.editor@istc.org.uk).

*InfoPlus* is published and distributed usually on the first working day of each month. Please bear this in mind when submitting time-sensitive information.

The deadlines for the 2023 editions are:

Edition	Deadline
November 2023	Fri 20 October 2023 at 12 noon BST
December 2023	Fri 17 November 2023 at 12 noon GMT

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## Answers to the quiz

1. Before the explosion, the technician saw the water bubble in the glass pipe.

water=noun, bubble=verb

water bubble=noun cluster.

2. The problem occurred due to split pins.

split=adjective [the pins were split],  
pins=noun

split pins=noun cluster [a type of metal pin]  
(<https://www.collinsdictionary.com/dictionary/english/split-pin>).

3. Do commission test checks for loose bolts and tighten them if necessary.

Do=auxiliary verb, 'emphatic do' (<https://dictionary.cambridge.org/grammar/british-grammar/do>), commission=verb, test checks=noun cluster

Do=auxiliary verb, commission test checks=noun cluster.

4. As soon as possible, he picks up the telephone and dials.

dials=noun (the dials are not related to the telephone)

dials=verb.

(If you do not understand, learn about the history of telephones.)

5. Writing tests can be difficult.

writing=verb, tests=noun

writing tests=noun cluster [tests of/for writing].

6. Due to our office moving, we will be closed next week.

office=noun, moving=verb

office moving=noun cluster [the relocation of our office].

7. Allocating documentation prevents unnecessary user confusion.

allocating documentation=noun cluster [documentation about allocation]

allocating=verb, documentation=noun.

8. Of course, there are no longer control houses in the country.

no longer=adverbial (<https://dictionary.cambridge.org/grammar/british-grammar/no-longer-not-any-longer?q=no+longer>)

no=adverb, longer=comparative adjective.

9. There is still work to be done.

still=adverb, work=noun

still work=noun cluster [work that is related to a still, as in whisky].

10. Their new software functions like a dream.

software functions=noun cluster, like=verb

software=noun, functions=verb,  
like=preposition.

ASD-STE100 Simplified Technical English helps you to prevent these types of ambiguity. Get a free copy from <https://www.asd-ste100.org/>.