

TECHNICAL WRITING

Readability and Style

Guidelines for improving readability:

1. Use active voice when possible.

Passive: Core samples were tested on site by field technicians.
Active: Field technicians tested core samples on site.

Passive: All data were subjected to a standard co-variance analysis for verification.
Active: For verification, experimenters subjected all data to a standard co-variance analysis.

2. Avoid unnecessary noun clusters. Use connectors in, of, for, about to separate ideas.

Cluster: blood cholesterol maintenance control diet
Correct: a diet to control and maintain cholesterol in blood
Cluster: chemical environment protection agency
Correct: agency for monitoring the protection of the chemical environment OR
Correct: Agency for protecting the environment and monitoring chemical abuse

3. Avoid deletion of "who," "which," or "that" function if it is necessary.

Ambiguous: The supervisor wanted the chemicals locked up in low-humidity storage.
This could mean one of the following:
The supervisor wanted the chemicals that were locked up in low-humidity storage.
OR
The supervisor wanted someone to lock up the chemicals in low-humidity storage.

4. Do not insert lengthy phrases between a subject and verb or verb and object.

Difficult: The task force, on engineering grounds, on conservative grounds, and on economic grounds, approved all design detail.
Revised: The task force approved the design details because they met engineering, conservation, and economic standards.

5. Organize ideas clearly.

Unclear: If the insulation contains a formaldehyde derivative, and if the insulation comes in contact with the wall board, and if no polyethylene barrier is used, and if no ventilation is provided for the insulation, health hazards may result.

Improved: Health hazards may result if the following conditions exist: (a) the insulation contains a formaldehyde derivative, (b) the insulation comes in contact with the wall board, (c) no polyethylene barrier separates insulation and wallboard, and (d) no ventilation is provided for the insulation.

Technical Writing Style

Victor M. Corman



Technical Writing Style:

Whispering the Secrets of Language: An Emotional Journey through **Technical Writing Style**

In a digitally-driven world where screens reign great and instant connection drowns out the subtleties of language, the profound techniques and emotional subtleties concealed within phrases usually move unheard. Yet, nestled within the pages of **Technical Writing Style** a captivating literary treasure pulsing with raw emotions, lies an extraordinary journey waiting to be undertaken. Penned by a talented wordsmith, that charming opus attracts visitors on an introspective journey, lightly unraveling the veiled truths and profound impact resonating within ab muscles fabric of every word. Within the mental depths of this touching evaluation, we shall embark upon a honest exploration of the book is key subjects, dissect their charming writing design, and fail to the effective resonance it evokes strong within the recesses of readers hearts.

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