

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

Dan Richard Jones



Technical Writing Style:

The Technical Writer's Handbook Matt Young, 2003-08-01 Written by a practicing scientist this book is directed to scientists engineers and others who want to improve their writing and communication Unlike many other books on technical writing The Technical Writer's Handbook is written by a practicing scientist who screens hundreds of manuscripts each year It is directed to scientists engineers and others who want to improve their writing and communication and teaches that technical writing although it has its own special requirements is no different from ordinary writing and should be written with short clear sentences and in the active voice Divided into two parts the first part is an introduction to technical and report writing it provides a sort of prescription for writing and organizing technical papers of all kinds The second part is written in dictionary format and contains entries on grammar style and organization as well as entries on topics such as common errors resume writing metric units jargon conference proceedings figures tables and slides A comprehensive list of cross references reveals related topics quickly and easily *Technical Writing* Robert W. Bly, Gary Blake, 1982

Technical Writing Style Dan Richard Jones, 1998 Advanced technical communication books are becoming more and more available However each book is solely devoted to a specialized topic such as technical editing design illustration usability testing and online documentation Despite all of these introductory and advanced books not one is available specifically devoted to the challenges of style in technical communication KEY TOPICS This 12 point approach offers the most current and comprehensive instruction available in achieving an effective style in technical documents It shows that technical prose style varies from the highly formal to the colloquial from the pretentious to the plain and it demonstrates the many stylistic strategies writers should consider for every technical document they write Anyone who has to write professional and technical documents specifically engineers software developers consultants medical writers professional technical writers Part of the Allyn Bacon Series in Technical communication **Read Me First!** Sun Technical Publications, 2003 bull The must have reference for every technical writer editor and documentation manager bull Provides all the information you need to document hardware software or other computer products bull Written by award winning documentation experts at Sun Technical Publications **Read Me First!** is the most comprehensive guide to creating documentation that is clear consistent and easy to understand *The Insider's Guide to Technical Writing* Krista Van Laan, 2012-05-15 Every complex product needs to be explained to its users and technical writers also known as technical communicators are the ones who do that job A growing field technical writing requires multiple skills including an understanding of technology writing ability and great people skills Whether you're thinking of becoming a technical writer just starting out or you've been working for a while and feel the need to take your skills to the next level *The Insider's Guide to Technical Writing* can help you be a successful technical writer and build a satisfying career Inside the Book Is This Job for Me What does it take to be a technical writer Building the Foundation What skills and tools do you need to get started The

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Technical Writing Basics Brian R. Holloway, 2002 For one semester freshman sophomore level courses in Technical Writing and an excellent reference for any course that requires technical writing Using a reader friendly approach that is incremental and cumulative this short uncluttered guide to technical writing shows students how to take the structures patterns and strategies of writing learned in a Basic Composition course summary process analysis and persuasion and apply them in different kinds of technical documents Direct practical explanations copious real world examples and a variety of role playing exercises lead students through the process of document production and assessment or what the author calls transactional writing getting another person to read one's material presenting such material clearly and accurately and adhering to standards of format acceptable in the field Unlike most other texts which focus on the writing needs in the executive domain of the major corporation only this guide covers a variety of non corporate working environments that also require skill in technical communications e.g. social service agencies institutions and small businesses

Style Guide (mechanical) for Technical Writers Larry S. Lopez, 1979

Effective Help Desk Specialist Skills Darril Gibson, 2014 This is today's most complete practical and up to date guide to succeeding as a help desk professional Leading technology instructor and consultant Darril Gibson thoroughly explains each of today's help desk support roles and fully covers all essential skill sets both technical and personal Reflecting his extensive classroom and field experience he presents exceptionally clear and relevant objectives and summaries backed with realistic case studies hands on projects exercises and multiple choice review questions

Technical Writing Process Kieran Morgan, Alison Pickering, Amanda Butler, Caity Cronkhite, Felicity Brand, John New, Steve Moss, Swapnil Ogale, 2024-02-29 From the basics to advanced skills the *Technical Writing Process* is your comprehensive guide to the art and science of crafting technical documentation With eight core steps Plan Design Write Edit Review Translate Publish and Manage this guide integrates both classical writing principles and the transformative potential of modern tools like AI This book is more than a guide it's an invitation to embrace the art of writing instructions with the mentorship of our experienced technical writers Whether you're a novice writer or an industry stalwart aiming to refine your technical communication skills this book offers a blend of tried and true methods with the power of new age tools AI as a significant element of the modern toolkit receives special attention helping readers stay ahead of the curve Features Insights from industry experts around the world Real world case studies and examples Comprehensive chapters on techniques and

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Illinois Technograph ,1962

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