

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.

Tech Manual Writing

Janet Van Wicklen



Tech Manual Writing:

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 Best Laid Plans How do you create a schedule that won't make you go crazy How do you manage different development processes including Agile methodologies On the Job What does it take to walk into a job and be productive right away The Tech Writer Toolkit How do you create style guides indexes templates and layouts How do you manage localization and translation and all the other non writing parts of the job I Love My Job How do you handle the ups and downs of being a technical writer Appendixes References to websites books and other resources to keep you learning Index

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The Complete Guide to Writing & Producing Technical Manuals Leslie M. Haydon, 1995-06-23 Technical writing as a career technical manuals and handbooks planning a technical manual publishing systems layout and format manual writing style preparing a manual specification front matter and introductory material illustration table preparation operation maintenance and repair instructions illustration parts breakdown appendixes and addenda amending manuals preparing camera ready copy printing and binding the technical editor a technical handbook department appendixes capitalization rules mathematical and scientific terminology using the metric SI system numbers in technical manuals abbreviations footnotes punctuation glossary of technical terms bibliography index

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comprehensive help with writing skills **The Insider's Guide to Technical Writing** Krista Van Laan, 2022-04-04 The first edition of Krista Van Laan's popular *The Insider's Guide to Technical Writing* has guided a generation of technical writers who are either starting out or seeking to take their skills to the next level. This classic has now been updated for the technical writer of today. Today's tech writers truly are technical communicators as they build information to be distributed in many forms. Technical communication requires multiple skills including an understanding of technology, writing ability, and great people skills. Wherever you are in your journey as a technical communicator, *The Insider's Guide to Technical Writing* can help you be successful and build a satisfying career.

Handbook of Technical Writing Practices Stello Jordan, Joseph M. Kleinman, H. Lee Shimberg, Society for Technical Communication, 1971 *Handbook of Technical Writing, Ninth Edition* Gerald J. Alred, Charles T. Brusaw, Walter E. Oliu, 2009 This comprehensive resource organized alphabetically by topic provides guidance on the business and technical writing process, real world examples in depth treatment of grammar and usage, and up to date coverage of the latest office technology.

Handbook of Technical Writing, Tenth Edition Gerald J. Alred, Charles T. Brusaw, Walter E. Oliu, 2012 Combining guidance for writing over 40 types of professional documents with thorough coverage of grammar, usage, and style, the *Handbook of Technical Writing* functions as both a writer's handbook and a complete guide to technical communication. It provides quick access to hundreds of topics and scores of sample documents and visuals.

The Handbook of Technical Writing, Sixth Edition Gerald J. Alred, Charles T. Brusaw, Walter E. Oliu, 2000-03-02 The definitive technical writing reference in an updated sixth edition. This comprehensive resource alphabetically arranged for quick reference provides guidance on the writing process in depth treatment of grammar and usage, abundant real world examples of technical writing, and up to date coverage of technology.

Pocket Guide to Technical Writing William S. Pfeiffer, 2001 This book is designed to give quick access to the essentials of workplace writing. It is a guide to speed, organization, visual appeal, and correctness in 16 different kinds of documents, as well as guidelines for special topics like graphics, speeches, and e-mails. For speed, this book gives you a 9 step process to write quickly and well. For organization, this book gives you a three part structure to organize all documents. For visual appeal, this book has tips for using white space, lists, and headings. For correctness, an alphabetized handbook on style and grammar is included.

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