TECHNICAL WRITING

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ABC of Technical Writing : 

Accuracy Brevity Clarity

- Correct in Content;
- No typographical errors in tables, figures or calculations;
- Use spelling and grammer checkers.

- Not inflated;
- Use abbreviated but precise words;
- Use a Thesaurus;
- Keep revising every word and expression you use;
- Have others review your writing.

- Clear structure of sentences and paragraphs;
- Use clear words; invest in a good dictionary;
- Ambiguous structure suggests that the writer doesn't understand the subject.

Writing in Style:

- No WE, US, I, or OUR;
- Choose clear words;
- Use plain English;
- Be precise;
- Avoid fancy jargon;
- Maintain focus;
- Attractive summary (abstract);
- Enticing objectives stated clearly and early enough;
- Avoid monotony;
- Link sentences and paragraphs (flowability);
- Avoid lengthy sentences;
- Avoid noun clusters;
- Avoid chains of relative clauses;
- Choose active over passive verbs;
- Use concrete details;
- Make important ideas stand out;
- Subordinate minor ideas;
- Use contrasts;
- Use charts; figures; and tables to summarize information;
- Do not over-explain the obvious;
- Provide all inputs and outputs to allow reader to verify the results;
- Use example applications to illustrate new concepts;
- State all assumptions and limitations;
- Must refer to quoted references; and
- Provide appropriate detail for the readers.

Two Imprtant rules for reviewing your written document:

- Remove every word that is ambiguous, can be miss-interpreted, has double meanings, neutral, or does not add to the meaning;

- Check if Structure is logical, text is flowable and every word has the correct meaning you want.

Title:
- ☐ Accurately reflects the Topic;
- ☐ Interesting;
- ☐ Title page organized;
- ☐ Names, dates, and places mentioned;
- ☐ Font & style are good.

Summary/Abstract:
- ☐ One or two paragraphs;
- ☐ Problem statement in first paragraph;
- ☐ Objectives and approach in second paragraph;
- ☐ Concise and clear;
- ☐ Font, style, and organization.

Table of Contents:
- ☐ Organized with page numbers;
- ☐ Bold headings and dotted lines;
- ☐ Interesting titles;
- ☐ Font and size are good.

Introduction:
- ☐ Importance of topic is elaborated;
- ☐ May include a subsection for scope and objectives;
- ☐ May include a subsection for the approach used;
- ☐ Very clear objectives;
- ☐ Very clear scope;
- ☐ May include details of related efforts done by others (**literature**) if not many;
- ☐ May have another interesting title than Introduction;
- ☐ Text is flowable and easy to read; clear distinction between what others did and the present work;
- ☐ Good style, short statements, and accurate words;
- ☐ Use of illustrations, tables, comparisons, etc;
- ☐ Organization, font, and size;
- ☐ Reference to others.

Related Efforts: (Literature Review)
- ☐ scope of their work and relevance to yours;
- ☐ Technology they used, procedure, data, and results;
- ☐ Your constructive comments on their work;
- ☐ What can be used as is;
- ☐ Do they support some of your assumptions?;
- ☐ What need to be verified and enhanced;
- ☐ Can you compare with them later?;
- ☐ Font, style, and organization.

Analysis (What did you do):
- ☐ Surveys, contacts, research?;
- ☐ Analysis of results;
- ☐ How it can be used;
- ☐ Font, style, and organization.

Developments:
- ☐ Computer programming;
- ☐ Statistical analysis;
- ☐ Results of your model and comparison with others (could be included in a separete section for **discussion**);
- ☐ Concise and clear;
- ☐ Use illustrations, tables, and
- ☐ Font, style, and organization.

Conclusion and Recommendations:
- ☐ Is there significant findings;
- ☐ New guidelines;
- ☐ New procedure/tool for analysis;
- ☐ Better understanding of a problem and the factors affecting it;
- ☐ Example of use of new technology;
- ☐ New decision-support;
- ☐ Font, style, and organization.

Acknowledgement:
- ☐ Short and organized.

References:
- ☐ Listed alphabetically;
- ☐ All information, names, year, source, publisher, etc.
- ☐ Referred to correctly in text;
- ☐ Font and size;

Appendices:
- ☐ Organized andl isted alphabetically;
- ☐ Includes all row data.