

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.

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Hardy Hoover

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The Technical Writer's and Editor's Handbook Thomas D. Wetzel, 2010 Do you have a pressing need to know about technical writing but don't know whom to ask or where to look? The Technical Writer's and Editor's Handbook provides a quick and easy way to answer your questions. Author Tom Wetzel draws from actual experiences of a successful technical writing career to explain the differences in various technical writing professions and the practical tools of the working technical writer's trade and their applications. Short, quickly digestible and illustrated chapters support the development of technical proposals, training literature, magazine articles, technical advertisements and press releases as well as technical manuals and users guides among other technical documentation. A practical day-to-day working tool, this guide and reference is an essential for the personal library of all practicing technical writers and other technical professionals including a

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Table of Contents Technical Writing Custom

1. Understanding the eBook Technical Writing Custom
 - The Rise of Digital Reading Technical Writing Custom
 - Advantages of eBooks Over Traditional Books
2. Identifying Technical Writing Custom
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Technical Writing Custom
 - User-Friendly Interface
4. Exploring eBook Recommendations from Technical Writing Custom
 - Personalized Recommendations

- Technical Writing Custom User Reviews and Ratings
- Technical Writing Custom and Bestseller Lists

5. Accessing Technical Writing Custom Free and Paid eBooks

- Technical Writing Custom Public Domain eBooks
- Technical Writing Custom eBook Subscription Services
- Technical Writing Custom Budget-Friendly Options

6. Navigating Technical Writing Custom eBook Formats

- ePUB, PDF, MOBI, and More
- Technical Writing Custom Compatibility with Devices
- Technical Writing Custom Enhanced eBook Features

7. Enhancing Your Reading Experience

- Adjustable Fonts and Text Sizes of Technical Writing Custom
- Highlighting and Note-Taking Technical Writing Custom
- Interactive Elements Technical Writing Custom

8. Staying Engaged with Technical Writing Custom

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Technical Writing Custom

9. Balancing eBooks and Physical Books Technical Writing Custom

- Benefits of a Digital Library
- Creating a Diverse Reading Collection Technical Writing Custom

10. Overcoming Reading Challenges

- Dealing with Digital Eye Strain
- Minimizing Distractions
- Managing Screen Time

11. Cultivating a Reading Routine Technical Writing Custom

- Setting Reading Goals Technical Writing Custom
- Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Technical Writing Custom

- Fact-Checking eBook Content of Technical Writing Custom

- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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