

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.

How To Write Technical Manual

David Baud



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