

# ESSENTIAL ELEMENTS OF TECHNICAL WRITING



## 1. CLARITY

- Improve your writing's readability with clear and concise language, active voice, logical sentence organization, and avoiding jargon and acronyms. Define technical terms if needed.



## 2. ACCURACY

- Verify facts and figures
- Cite sources
- Cross-check information
- Use consistent terminology
- Proofread carefully to avoid errors.



## 3. COMPLETENESS

- Include all necessary information
- Provide context for complex topics
- Anticipate potential questions
- Offer solutions to problems
- Use visuals to support written content



## 4. ORGANIZATION

- Clear Headings and Subheadings
- Grouping Related Information Together
- Using Transitions to Connect Ideas
- Creating a Logical Flow of Information
- Using Visuals to Organize Information



## 5. AUDIENCE

- Consider the reader's needs and knowledge level
- Tailor the writing to the specific audience
- Avoid making assumptions
- Use plain language
- Test the writing on the target audience



## 6. VISUALS

- Include clear and relevant visuals
- Label visuals appropriately
- Use visuals to complement text
- Avoid overusing visuals, as it may overwhelm the audience



# Elements Of Technical Writing

**Thomas E. Pearsall**



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