

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 In Technical Writing

Liyong Dong



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The Elements of Technical Writing Gary Blake, Robert W. Bly, 1993 The authors of The Elements of Business Writing present all the essentials of writing clear coherent technical reports proposals and documents in an accessible style and concise easy to use format Covers writing and grammar skills and offers dozens of examples and sample reports **The**

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