

10 WAYS TO IMPROVE YOUR TECHNICAL WRITING

Better technical writing can result in proposals that win contracts, advertisements that sell products, instruction manuals that technicians can follow, and letters, memos, and reports that get your message across to the reader. Here are ten tips on style and word choice that can make writing clear and persuasive:

- **Know your reader**—Are you writing for engineers? managers? technicians? lay people? Make the technical depth of your writing compatible with the background of your reader.
- **Write in a clear, conversational style**—Naturally, a technical paper on sizing pumps shouldn't have the same chatty tone as a personal letter. But most technical professionals lean too much in the other direction, and their sharp thinking is obscured by windy, overly-formal prose.

The key to success in technical writing? Keep it simple. Write to express—not to impress. A relaxed, conversational style can add vigor and clarity to your work.

FORMAL TECHNICAL STYLE

The data provided by direct examination of samples under the lens of the microscope are insufficient for the purpose of making a proper identification of the components of the substance.

We have found during conversations with customers that even the most experienced of extruder specialists have a tendency to avoid the extrusion of silicone profiles or hoses.

The corporation terminated the employment of Mr. Joseph Smith.

INFORMAL CONVERSATIONAL STYLE

We can't tell what it is made of by looking at it under the microscope.

Our customers tell us that experienced extruder specialists avoid extruding silicone profiles or hoses.

Joe was fired.

- **Be concise**—Technical professionals, especially those in industry, are busy people. Make your writing less time-consuming for them to read by telling the whole story in the fewest possible words.

How can you make your writing more concise? One way is to avoid redundancies—a needless form of wordiness in which a modifier repeats an idea already contained within the word being modified. For example, a recent trade ad described a product as a "new innovation." Could there be such a thing as an old innovation? The ad also said the product was "very unique." Unique means "one of a kind," so it is impossible for anything to be very unique.

By now, you probably get the picture. Some other redundancies that have come up in technical literature are listed below, along with the correct way to rewrite them:

REDUNDANCY

advance plan
actual experience
two cubic feet in volume
cylindrical in shape
uniformly homogeneous

REWRITE AS

plan
experience
two cubic feet
cylindrical
homogeneous

Many technical writers are fond of overblown expressions such as "the fact that," "it is well known that," and "it is the purpose of this writer to show that." These take up space but add little to meaning or clarity. The following list

Marine Corp Instructions Writing Technical Manuals

Emilie Sanchez



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