

Rules For Technical Writing

1. Know your purpose.
2. Know your audience.
3. Write in a clear, conversational style.
4. Be direct, concise, specific, and consistent.
5. Use jargon sparingly.
6. Prefer the active voice over the passive.
7. Break the writing up into short, readable sections.
8. Use stacked lists and visuals if appropriate.
9. Make your writing cohesive and easy to follow.
10. End e-mail, memos, and letters with an action statement.
11. Use titles and headings in longer writing.
12. Follow the accepted formats for different types of writing.
13. If your company or school has a style guide, use it.