



# **TECHNICAL WRITING**

## **CHAPTER 1: TECHNICAL WRITING**

**Instructors:**

**Dr. Yazan Al-Zain**

**Eng. Lamees Al-Durgham**

**Eng. Raghad Hemeimat**

**Eng. Rawan Tarawneh**

# CONTENT

- Write clear sentences for the reader
- Revise for clarity
- Write clear paragraphs for the reader
- Choose a tone for the reader
- Organize documents clearly



# WRITE CLEAR SENTENCES FOR THE READER ( PART A)

How?

1- place the main idea first

2- Use Normal word order

ex: Subject – verb –Object

3- Use the active voice

it emphasizes the performer of the action rather than the receiver.

Note : Sometimes, the passive is used to show that the situation is typical, to conceal responsibility or to avoid accusation

4- Employ Parallelism: similar structure for similar elements



# CONT....

5- Write sentence of 12 to 25 words

Shorter or longer sentences are weaker as they become too simple or too complicated.

6- terms : “there are, there will be”

Sometimes weakens the sentence

Example:

Ineffective: there is a change in the policy that could increase profit

Effective: our profit will increase if we change the policy

7- Avoid normalization: turning verbs into nouns by adding a suffix “ –ion, -ity, -ment....etc”



# REVISE FOR CLARITY ( PART B)

Review the language and structure

How?

- 1- Avoid strings of Choppy sentences ( fragments : partial sentences with incomplete information)
- 2- Avoid wordiness: Try to avoid excess wording by eliminating redundancy, repetition,

Example: it is made of very thin glass that is milky white in color

Revised: it is made of thin milky white glass

- 3- Avoid redundant phrases: see examples/list
- 4- Avoid noun clusters: three or more nouns joined in a phrase.



CONT....

5- Use the Pronoun “You” correctly:

Do not use “You” in writing formal reports

6- Avoid gender language: Use general language , avoid he/she , and use “they” instead. [ gender language]



# WRITE CLEAR PARAGRAPH FOR THE READER (PART C)

Topic sentence followed by explanation

How?

- 1- put the topic sentence first
- 2- structure paragraphs coherently
- 3- use the dominant position: place terms in the dominant position means to repeat a key term as the subject, or main idea of a sentence.
- 4- maintain class or membership relationship
- 5- Provide transitions: however, therefor, accordingly... ( check the list in the book)
- 6- Arrange sentences by level



# CHOOSE A TONE FOR THE READER (PART D)

Control the tone in order to communicate effectively  
How?

Four possible tones:

- 1-Forceful : the writer is in control of the situation and the situation is positive
- 2- Passive: the reader has more power than the writer or the situation is negative
- 3- Personal: the reader and the writer are equal
- 4- Impersonal: the writer is not important or the situation is neutral





# ORGANIZE DOCUMENTS CLEARLY (PART E)

How?

1- Use context setting introduction

Define terms, the reason why you are writing the document, purpose...etc.

2- place important material at the top

3- use preview lists

4- sequencing

5- parallelism



# ELIMINATE NOISE AND PUNCTUATION

## Comma: (,)

- 1) Use commas after introducing sentence.
- 2) Use serial commas when you list words or ideas.

## Semicolon: (;)

If you use (however, therefore, namely, consequently, accordingly), you should use semicolon before and comma after.

To separate series of short sentences: if there are internal punctuation inside them.



# CONT.....

## **Colon: ( : )**

Separate hour and time: 3:30.

Divide parts of book or article titles.

Introduce an informal list.

## **Parentheses: ( )**

To set off (facts) or (references) in your writing

Example: .....(See Figure 2.3)

.....(born in 1929)

.....(published in 1998)



# CONT....

## Hyphens: (-)

1) Do not hyphenate prefixes: pre-, re-, semi-, and sub-

Except: preexisting or pre-existing

ultraadaptable or ultra-adaptable

reengineering or re-engineering

Example: coop and co-op

2) Do not hyphenate compound words: -ly

Example: optimally achieved

highly appreciated

3) Use when to eliminate noise: computer-assisted, knowledge-based

4) With ranges of numbers: 31-34, \$ 350-400



# CONT....

## **Dashes: (-)**

To call attention to words set aside or after it

Avoid it in very formal writing.

## **Exclamation points: (!)**

Avoid it in professional writing, except for warning.

Example: “DANGER: Sodium cyanide is extremely toxic!”

## **Quotation marks: (“...”)**

To set off direct quotation in the text



# SENTENCE STYLE

## Connecting subjects to verbs

Either/or, Neither/nor : make is, was, are, were consistent **with the last noun**

Example: “Neither he, nor she was prepared for the exam”

## Avoid unclear Jargons:

Jargons are technical terminologies that are not familiar to all audience

## Use clear abbreviation:

1) Initialization: Taking the first letters: GPA, LED, NASA, ROM

2) Acronyms: bit, laser, pixel, radar, sonar

