

1. INTRODUCTION

Technical writing requires a strong foundation in general writing, including knowledge of common grammar and punctuation conventions. The process is iterative and involves multiple reviews and revisions prior to publication. The Chicago Manual of Style is used in this guide because it is the College of Engineering standard. Be aware that other style manuals are often required as a writing standard.

This writing guide provides a format for writing and revising text and details on how to develop content that meets professional standards. Prior to submitting work, complete several iterations of editing and improving the text. Proofread again after several days, or at least hours, after the last examination. Then request an external reviewer to provide detailed constructive criticism. Consider and incorporate relevant feedback, then proofread the final document before submitting.

The Biosystems Engineering program provides many opportunities to learn from feedback on written assignments. By writing and revising, the ability to communicate effectively with both clarity and brevity will improve. Writing well is hard work but critical to academic and professional success.

2. TECHNICAL WRITING

Technical writing is direct, informative, clear, and concise language written specifically for an identified audience. The content must be accurate and complete with no exaggerations. To deliver the intended message, the text must be objective and persuasive without being argumentative. Developing technical documents that meet these requirements and standard guidelines is time consuming. This section provides an overview of those standards and a process for create interesting, informative text.

Before composing the text, identify the audience, determine the message, collect adequate information, brainstorm, and then develop a detailed outline. Details of each process are provided below.

1. Identify the audience by answering the following questions:
 - Who is the intended audience (one or multiple)?
 - What subject knowledge, vocabulary, and biases will the intended audience have?
 - How will the report be used?
 - What information must be conveyed and how much detail will be expected?
2. Determine the purpose of the report by evaluating the intended message. A clear message will help focus on what to include and what to discard.
3. Collect adequate relevant information with sufficient depth for the intended audience before starting to write.
4. Brainstorm by listing relevant ideas. Then group related thoughts together. Organize the key points and supporting details in a logical order. Ensure that each section relates to and supports the message, eliminating irrelevant ideas.
5. Develop an outline of heading and subheadings that convey key points; for example, use *Analytic Results of Energy Production* in place of *Results*. Then assign a length to each topic.

Next, develop figures and tables. Then begin writing, remembering to maintain consistency and use appropriate language. Create interesting text by developing coherent paragraphs that incorporate transitional words and sentence variety. Use correct grammar and punctuation.

A Technical Report Checklist is provided in Appendix A to assist with finalizing a document, and additional Style Guide Resources are provided in Appendix B.

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Paul Edwards, Sarah Edwards



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