

Principles of Technical Writing

A Quick Reference Guide

AUDIENCE

Who will be using it and what is their:

- Background
- Language
- Education
- Familiarity with the subject matter?

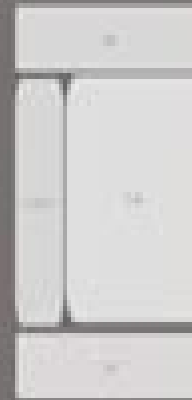


LAYOUT

Is there a good use of white space?

Does the design assist with usability and readability?

Do the warnings, cautions, and notes stand out for the user?



Is the document easy to navigate?

Does the content flow in a logical way?



STRUCTURE

Purpose



What type of document will this be?

1. Procedure
2. Standard
3. Policy
4. Technical Paper



Is the content of the document;

- Relevant with no redundancies or contradictions
- Easy to understand
- Consistent in how it is written (one-voice)
- Free of spelling and grammar errors

CONTENT

Technical Writing Principles And Practice

Huangqi Zhang



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