


General Technical Writing Skills

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conference on college composition and communication

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communicate with others	<h2>a meta-analysis of the teaching of technical writing to students for whom english is not a first language</h2> <p>Barbara Lehman, Ohio State University, Columbus Joyce Nduna, Cape Peninsula University of Technology, Cape Town, South Africa Thea van der Geest, University of Twente, Enschede, The Netherlands Chris Winberg, Cape Peninsula University of Technology, Cape Town, South Africa</p>
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2. Technical writing – a working definition

For the purposes of this study, we define ‘technical writing’ as writing done for professional purposes (or in preparation for such professional purposes). Such writing would include various forms of professional writing: patient care plans, funding proposals, progress reports, technical reports, scientific articles for journals, and so on. In academic settings professional technical writing is often ‘pedagogized’ for learning purposes. We have included these forms, and other

<http://www.ncte.org/cccc/awards/124060.htm>



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Technical Writing for t

Regulations and Industry

- Setting the foundati
 - What is techn
 - Regulatory rec
 - The purpose o
 - How document
 - Maintaining th

Addressing the Audience

- Writing directly to th
- Focusing on the mes
- Being technically app
- Using terminology th
- Using acronyms and

Organizing Information

Writing Effective Passages

- Understanding the function of specific passages
 - To describe
 - To compare and contrast
 - To define
 - To show cause and effect
 - To show sequence
 - To summarize
- Writing clear topic sentences
- Giving enough information to convince
- Referencing other writers

DAY TWO

Controlling the Language

- Conventions of the English language
- Writing grammatically sound sentences
- Combining and subordinating information
- Making every word count
- Using transitions

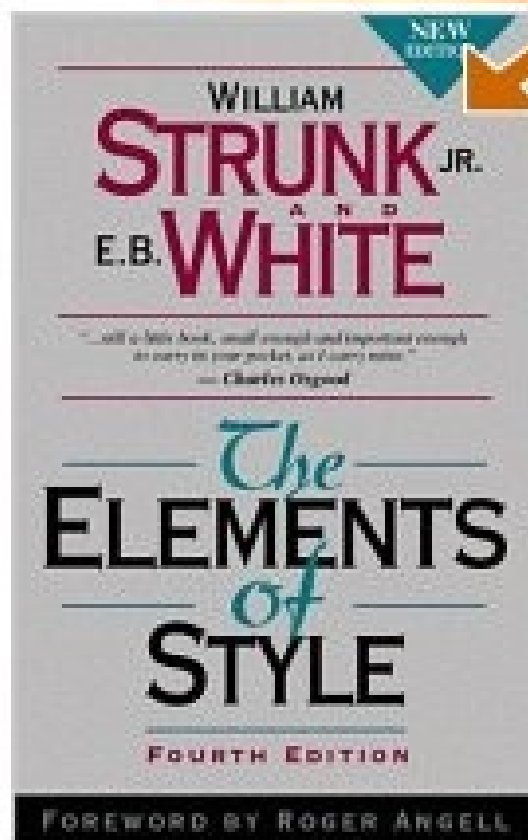
Using the Right Tense and Voice

- The writer's voice
- Remaining objective
- Using the subjunctive, imperative, and emphatic voice
- Using the active voice
- Paring the passive

Punctuating Effectively

- Using punctuation to clarify messages and improve readability
- Bullets, numbers, white space
- Using symbols and abbreviations

<http://www.cfpie.com/content.aspx?c=077agenda.html>

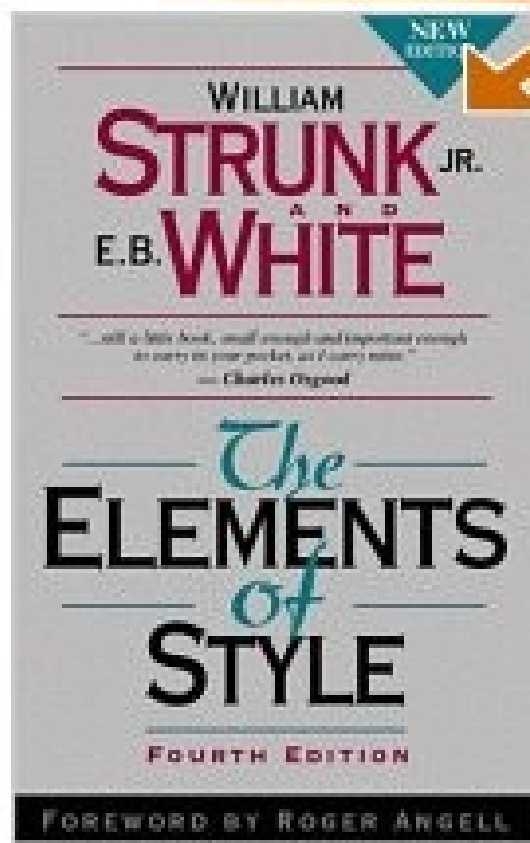


ELEMENTARY RULES OF USAGE

1. Form the possessive singular of nouns ending in 's.
2. In a series of three or more terms, use the possessive form for all terms.
 -
3. Enclose parenthetical expressions by dashes.
 -
4. Place a comma before *and* or *but* when they are used to introduce an independent clause.

1918

1999



ELEMENTARY RULES OF USAGE

5. Do not join independent clauses b

.

6. Do not break sentences in two.

7. Use a colon after an independent clause to introduce a list of particulars, an appositive, an amplification, or an illustrative quotation.

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ELEMENTARY RULES OF USAGE

8. Use a dash to set off an abrupt break.

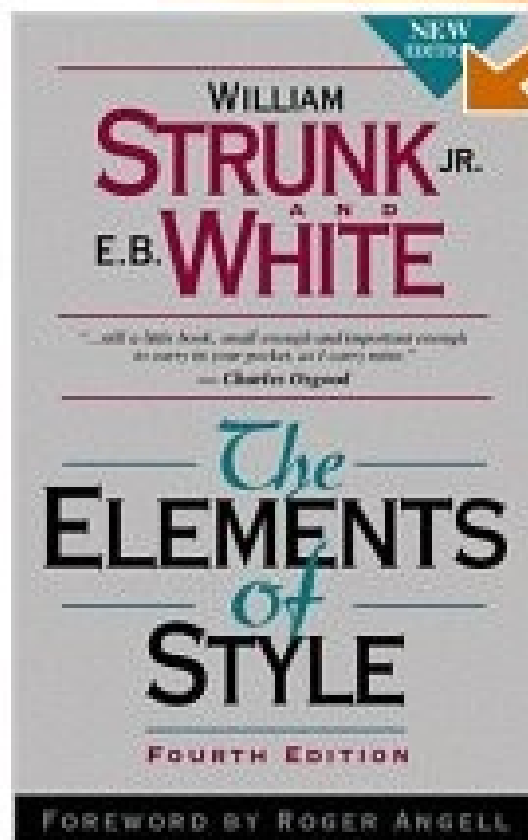
9. The number of the subject determines the number of the verb.

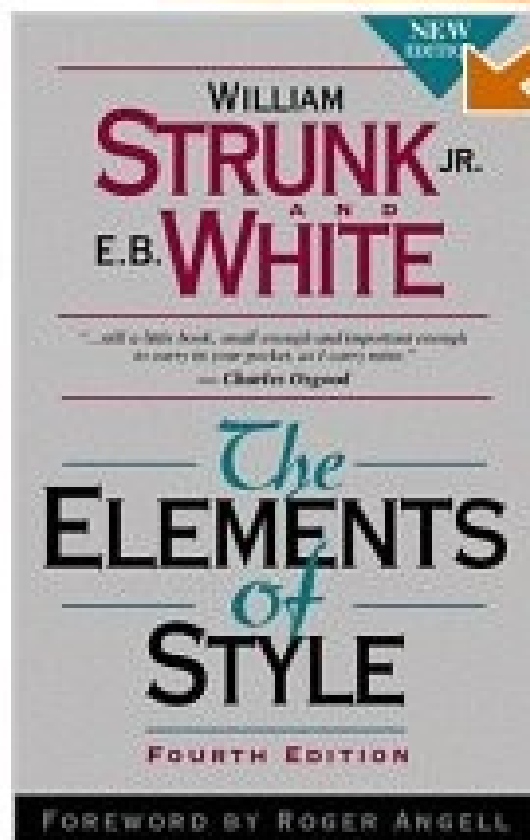
10. Use the proper case of pronoun.

11. A participial phrase at the beginning of a sentence must be followed by a subject and a verb.

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ELEMENTARY PRINCIPLES OF COMF

12. Choose a suitable design and h

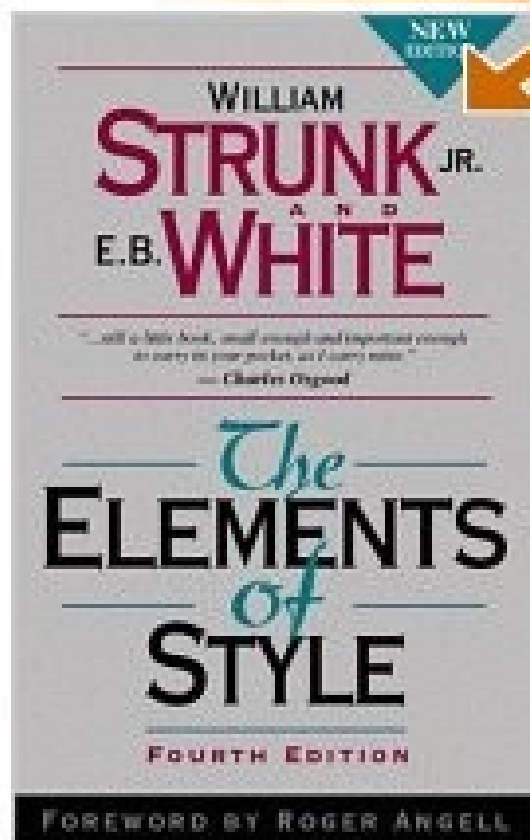
13. Make the paragraph the unit of c

14. Use the active voice.

15. Put statements in positive form.

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ELEMENTARY PRINCIPLES OF COMF

16. Use definite, specific, concrete language.

17. Omit needless words.

18. Avoid a succession of loose sentences.

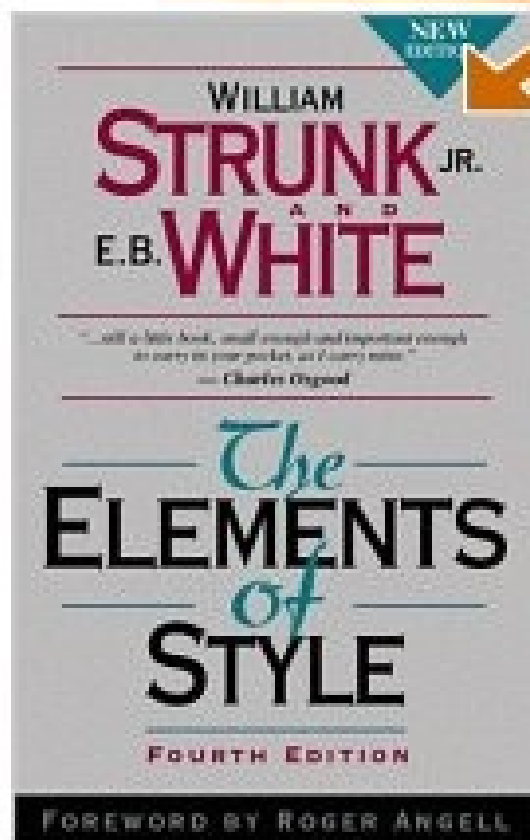
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19. Express coordinate ideas in similar constructions.

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ELEMENTARY PRINCIPLES OF COMF

20. Keep related words together.

21. In summaries, keep to one tense

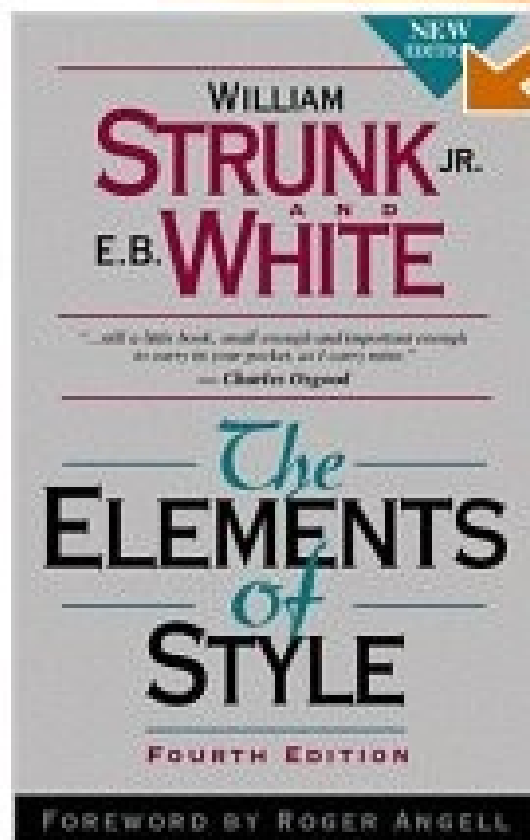
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22. Place the emphatic words of a se

▪

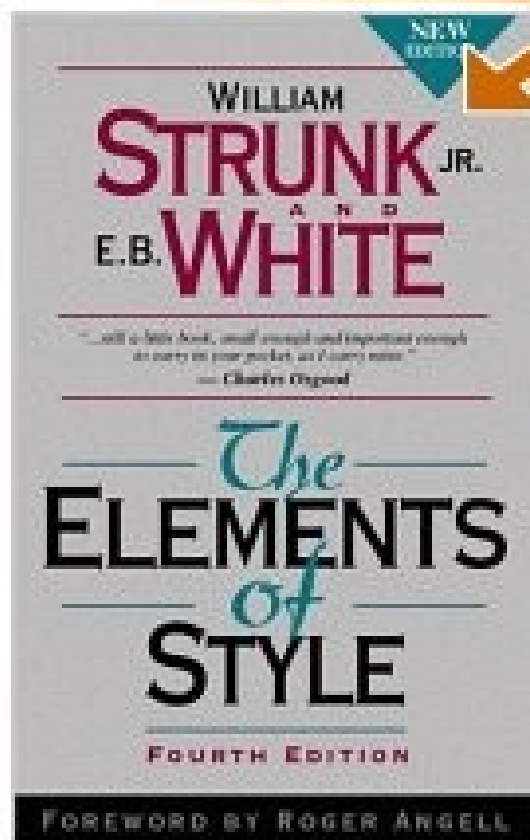
1918

1999



AN APPROACH TO STYLE

1. Place yourself in the background.
2. Write in a way that comes naturally.
3. Work from a suitable design.
4. Write with nouns and verbs.
5. Revise and rewrite.
6. Do not overwrite.



AN APPROACH TO STYLE

7. Do not overstate.

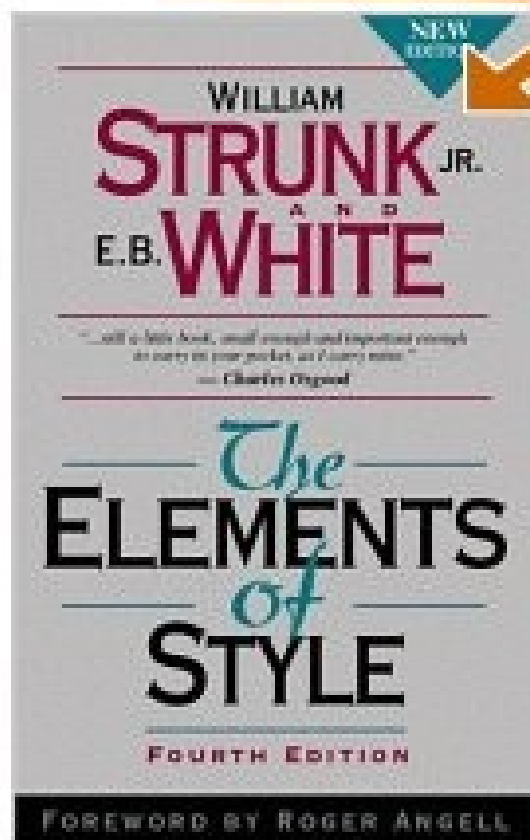
8. Avoid the use of qualifiers.

9. Do not affect a breezy manner.

10. Use orthodox spelling.

11. Do not explain too much.

12. Do not construct awkward adverbs.



AN APPROACH TO STYLE

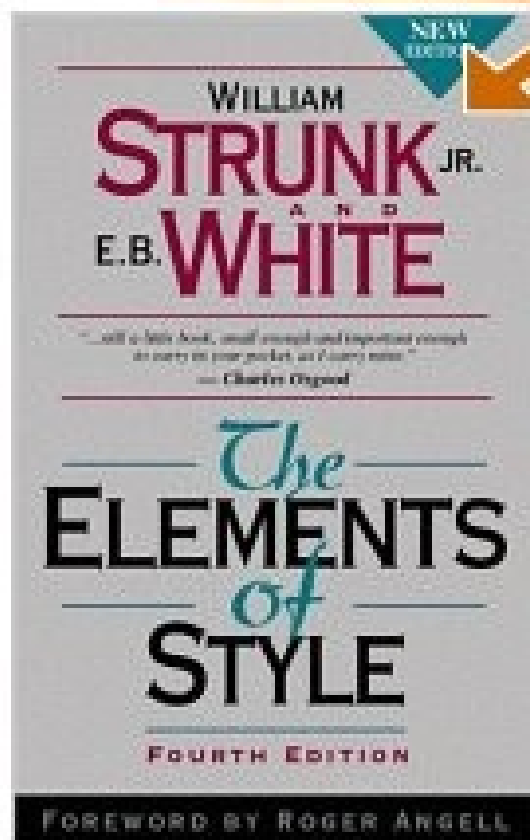
13. Make sure the reader knows who

14. Avoid fancy words.

15. Do not use dialect unless your ea

16. Be clear.

17. Do not inject opinion.



AN APPROACH TO STYLE

18. Use figures of speech sparingly.

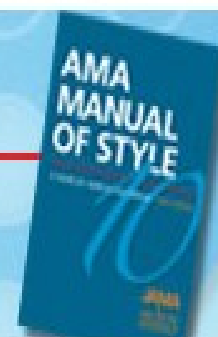
19. Do not take shortcuts at the cost

20. Avoid foreign languages.

21. Prefer the standard to the offbeat

AMA MANUAL OF STYLE

A Guide for Authors and Editors 10th Edition



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&
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JOURNALS
American Medical Association

AMA Manual of Style, 10th Edition

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What's New

AMA Manual of Style, 10th Edition

JAMA and Oxford University Press are pleased to announce that the online *AMA Manual* will launch in 2009! Sign up [here](#) for updates.

For decades indispensable, the *AMA Manual of Style* continues to provide editorial support to the medical and scientific publishing community. Since the 1998 publication of the 9th edition, however, the world of medical publishing has rapidly modernized, and the intersection of research and publishing has become ever more complex. The 10th edition of the *AMA Manual of Style*, to be published in early 2007, brings this definitive manual into the 21st century with a broadened international perspective.

In doing so, the 10th edition has expanded its electronic

AMA MANUAL OF STYLE

A Guide for Authors and Editors 10th Edition

JAMA
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JOURNALS
American Medical Association

American Medical Association style (AMA style)

The AMA style conforms to the Uniform Requirements for Manuscripts submitted to Biomedical journals 5th edition, 1997 (sometimes referred to as the Vancouver group) National Library of Medicine (NLM style) and was first published in 1979. The three styles, usually used by authors of biomedical journals, have certain similarities. In review of this, we have chosen to feature the AMA style 9th edition here.

Below are highlights of s

1. References are n
2. Use author's sur
3. Surnames that co
4. Names of authors
5. If article has no a
6. Abbreviate names
7. For articles, capit

**References are
numbered in Arabic
numerals in the order
they are cited in the
text of the article.**

included. (This

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Book

Cantor, CR, Smith CL. Genomics: the science and technology behind the Human Genome Project. New York, NY: John Wiley & Sons; 1999.

Chapter in book

Reilly PR. Laws to regulate the use of genetic information. In: Rothstein MA, ed. Genetic secrets: protecting privacy and confidentiality in the genetic era. New Haven: Yale University Press; 1997:369-391.

Journal article

George AL Jr, Neilson EG. Genetics of kidney disease. American journal of kidney diseases. 2000;35(4 Suppl 1):S160-169.

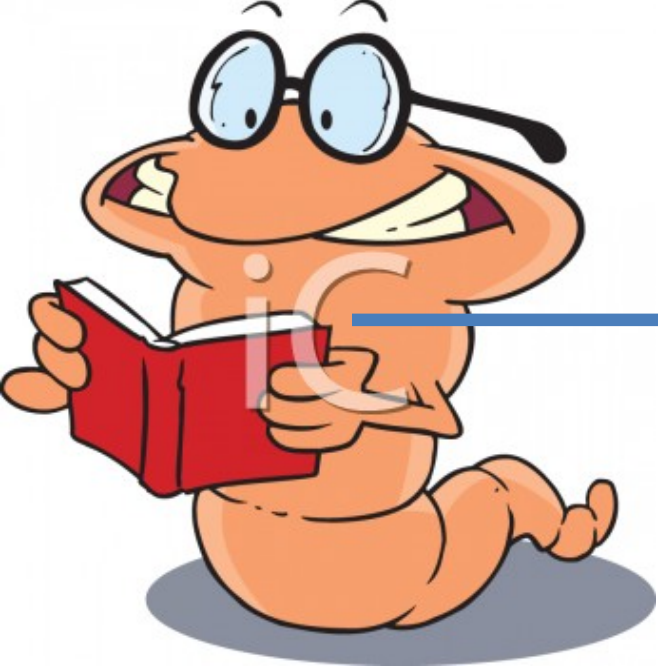
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Published conference paper

Downing KH. The structure of tubulin determined by electron crystallography. In: Proceedings of the 7th Asia-Pacific Electron Microscopy Conference on perspective imaging, Singapore International Convention & Exhibition Centre, Suntec City Singapore.

Unpublished conference paper Eisenberg J. Market forces and physician workforce reform: why they may not work: Paper presented at: Annual Meeting of the Association of American Medical Colleges; October 28, 1995; Washington, DC.



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