Answers to Guide 13

* Technical Writing
  + Compare and contrast technical and general communication:
  + Be familiar with the range of genres associated with technical writing:
  + Understand and be able to describe the important of audience analysis, accuracy, and document layout for technical writing.
* Technical Writing Style
  + Be able to describe, recognize, and use the following grammatical constructions appropriately:
    - Active versus passive voice:
    - Present, past, and future tense:
    - First, second, and third person:
    - Articles:
  + Be able to describe, recognize, and use the following stylistic features:
    - Sentence length:
    - Sematic ambiguity:
    - Application consistency:
    - Action verbs:
  + Be able to compare and contrast the use of ordered and unordered lists and to use the appropriate punctuation for lists:
  + Know how to apply the general principles stated in the section on “clarity”.
* I won’t hire people who use poor grammar
  + Know how to avoid Wiens’s pet peeves: its /it’s; to /two / too; there / their /they’re
  + Know how to use/avoid the following constructions, referenced by Weins, appropriately:
    - Sentence-ending prepositions:
    - Split infinitives:
    - Double negatives:
  + Does he have a valid point? Why or why not?
* Legibility, readability, and comprehension – Writing for the web is different from writing for smart phone apps, but there are many similarities. Be sure to understand Nielsen’s points on:
  + His three basic criteria:
  + The Flesch-Kincaid reading score:
  + The inverted-pyramid writing style: