Chapter 7 of the technical writing guidebook delves into the crucial aspect of social etiquette in technical writing, with a particular emphasis on word choices. The chapter is divided into two parts; the first part covers the significance of acknowledging various errors in certain language styles, while the second part deals with the negative impacts of biased language on writing and how to avoid verbal discrimination against different types of people.

One of the most crucial aspects discussed in Section 7.1 is the use of clear and concise language. The author emphasizes the importance of avoiding jargon, technical terms, and overly elaborative language, which can hinder clarity and comprehension. The section provides practical tips for improving style in technical writing, such as using active voice and concrete examples, and avoiding long and complex sentences.

In addition to improving clarity, the chapter also addresses the issue of biased language, which can perpetuate negative stereotypes and reinforce harmful prejudices. Section 7.5 provides a comprehensive guide on avoiding biased language in technical writing, covering various aspects such as sexist language, ageist language, language that is biased against people with disabilities, and ethnically and racially biased language.

For instance, Subsection 7.5.1 provides guidance on avoiding sexist language, which includes using gendered pronouns and titles that imply one gender is superior to the other. The guide suggests using gender-neutral language or alternating between male and female pronouns to avoid sexist language. Similarly, Subsection 7.5.3 provides guidance on language that is biased against people with disabilities, such as using outdated or derogatory terms. The guide advises using person-first language and avoiding language that suggests disability is a negative characteristic.

The author concludes by highlighting the significance of revising and editing technical documents to improve style and readability. The chapter provides a valuable resource for technical writers to improve their writing skills and avoid common mistakes and biases.

In summary, Chapter 7 of the technical writing guidebook offers a comprehensive and practical guide on social etiquette in technical writing. It highlights the importance of clear and concise language, avoiding biased language, and provides practical tips and guidance for improving style in technical documents. The chapter serves as a valuable resource for technical writers who seek to enhance their writing skills and produce clear and concise technical documents.