

Professional, Technical Writing Overview on OWL:

https://owl.purdue.edu/owl/subject_specific_writing/professional_technical_writing/index.html

- Notice in the left-hand column, you can access information about memos, business letters, grant writing, etc. This is a comprehensive free resource I hope you take advantage of.

Parallel Structure in Professional Writing:

https://owl.purdue.edu/owl/general_writing/mechanics/parallel_structure.html

Appropriate Tone in Technical Documents:

https://owl.purdue.edu/owl/subject_specific_writing/professional_technical_writing/tone_in_business_writing.html

- This resource explains how to choose words that allow you to:
 - Be confident.
 - Be courteous and sincere.
 - Use appropriate emphasis and subordination.
 - Use non-discriminatory language.
 - Stress the benefits for the reader.
 - Write at an appropriate level of difficulty.

Conciseness: https://owl.purdue.edu/owl/general_writing/academic_writing/conciseness/index.html

Eliminate Wordiness:

https://owl.purdue.edu/owl/general_writing/academic_writing/conciseness/eliminating_words.html

Changing Phrases:

https://owl.purdue.edu/owl/general_writing/academic_writing/conciseness/changing_phrases.html

Avoiding Common Pitfalls:

https://owl.purdue.edu/owl/general_writing/academic_writing/conciseness/avoid_common_pitfalls.html

Sentence Variety:

https://owl.purdue.edu/owl/general_writing/academic_writing/sentence_variety/index.html

Preferring the Active Voice:

https://owl.purdue.edu/owl/general_writing/academic_writing/active_and_passive_voice/index.html

Correcting Our Commas and Other Punctuation Marks:

- Punctuation Overview: https://owl.purdue.edu/owl/general_writing/punctuation/punctuation/index.html
- Clauses: https://owl.purdue.edu/owl/general_writing/punctuation/independent_and_dependent_clauses/index.html
- Commas: https://owl.purdue.edu/owl/general_writing/punctuation/commas/index.html
- Conquering the Comma: https://owl.purdue.edu/owl/general_writing/punctuation/conquering_the_comma_presentation.html
- Semicolons: https://owl.purdue.edu/owl/english_as_a_second_language/esl_students/punctuation/semicolons_colons_and_parentheses.html
- Colons: <https://www.grammarbook.com/punctuation/colons.asp>
- Semicolons versus colons: https://owl.purdue.edu/owl/english_as_a_second_language/esl_students/punctuation/semicolons_colons_and_parentheses.html
- Apostrophes: https://owl.purdue.edu/owl/general_writing/punctuation/apostrophe_introduction.html
- Hyphens: https://owl.purdue.edu/owl/general_writing/punctuation/hyphen_use.html
 - compound numbers: <https://www.grammarly.com/blog/hyphen-in-compound-numbers/>