CRITICAL WRITING

Points of Interest

Grammar, punctuation, and style:

SGH-specific report formatting and style

Quality

Document storage, retention, and disposition of drafts

Organization

Objective and Work Plan (Scope)

Collect facts (Document Review, Field Investigation)

Perform analyses (Calculations, Laboratory Analysis)

Analyze and discuss the facts and results of analyses (Discussion)

State your conclusions and recommendations (Conclusions and Recommendations). The conclusions must answer the objective.

# The Writing Process

# Writing Review

Ask yourself all questions the report may raise and address them.

# Advice on Effective Communications

Express your thoughts simply, directly. Use simple words

Style

* Brevity and clarity are more important than elegance.
* Each separate thought belongs in a separate paragraph.
* Start out by setting the scene – who/what/where/why/how.

http://sghnet/Operations/Administration/WritingSkills/References/Basic%20Manual%20of%20Style.pdf