



EFFECTIVE TECHNICAL WRITING

STW EX20003



CHARACTERISTICS OF EFFECTIVE TECHNICAL WRITING

COMPLETENESS

CONCISENESS

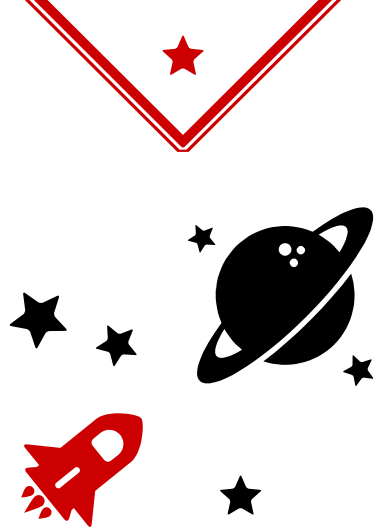
CONCRETENESS

CORRECTNESS

CONSIDERATION

COURTESY

CLARITY



HOW TO EDIT AND REVISE TECHNICAL WRITING



1. Use Familiar and Concrete Words

Original	Revised
In all probability, we are likely to launch a phone that is bound to have a resounding repercussion on the way phones are currently designed.	The new phone that we are going to launch is likely to transform the existing designs.
The committee will decipher the new factors responsible for lack of synergy between the two departments.	The committee will investigate the causes for the lack of cooperation between the two departments.
The ramifications of the experiment done in the laboratory should be corroborated.	The results of the laboratory experiment should be verified.



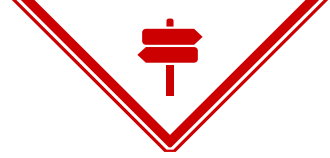
2. Use Verbs Rather Than Complicated Nouns

Original	Revised
After a careful revision of the suggestions made, a consideration for their implementations is likely to follow.	We are likely to implement the suggestions after carefully considering and revising them.
Please make an approbation of the recommendations only after a meticulous observation thereof.	Please approve the recommendations only after meticulously observing them.
All the members of the staff are requested to make a utilization of the new procedure for obtaining short leaves during office hours.	All staff members are requested to follow the new procedure for obtaining short leaves during office hours.



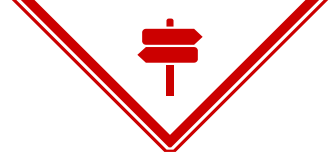
3. Avoid Redundancy

Original	Revised
The tsunami had the effect of a destructive and caustic impact on the manufacturing plant.	The tsunami destroyed the manufacturing plant.
Keeping in mind the objective of facilitating and having smooth operation for timely processing of rebate requests, it appears that more employees are required.	To fulfil the rebate requests within the given time, we need six more employees.



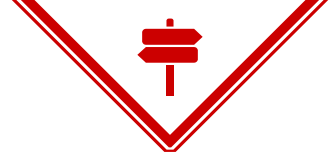
4. Provide Complete and Accurate Information

Original	Revised
The sales team will meet at 6 pm on Wednesday.	The sales team will meet at 6 pm on 30 June 2018, Wednesday, in Meeting Room 02.
This year the firm has incurred high profits.	This year the firm has incurred 4.8% more profit as compared to last year.



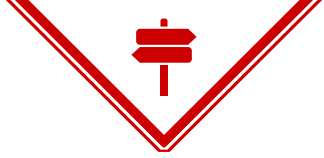
5. Use Passive Voice to Give Prominence to Actions

Original	Revised
Because Mr. X, the Accounts Officer, forgot to include the correct budget projections with the bid, we lost the client.	The correct budget was accidentally left out of the bid due to which we lost the client.
You have not yet informed me about the latest marketing strategies you are likely to follow from this month onwards.	I have not yet been intimated about the latest marketing strategies you are likely to follow.



6. Arrange in Emphatic Word Order

Original	Revised
When he returned to the production unit, the Production Manager tried to implement the strategies he had learnt about in the training programme attended in the previous month.	On his return from the training programme, the Production Manager tried to implement the strategies he had recently learnt.
Individual preferences in the decision to allocate the division work among employees would be considered before making a final decision.	Before allocating the division work among employees, individual preferences would be considered.



7. Use Parallel Grammatical Construction

Original	Revised
Reading in the conference hall may be accommodated to some extent but to cook there seems weird and strange.	Reading in the conference hall may be accommodated to some extent but cooking there seems weird and strange.
While you speak to inform, remember using slides for carrying conviction.	While speaking to inform, remember using slides for carrying conviction.
The manager asked for improving the marketing strategy and to introduce attractive schemes for enticing more customers.	The manager asked for improving the marketing strategy and introducing attractive schemes for enticing more customers.



8. Avoid Cliches

Original	Revised
We assure you that we will leave no stone unturned to help the company achieve its objectives.	We are committed to doing our best to help the company achieve its objectives.
Last but not the least, let me thank the management.	Finally, I would also like to thank the management.



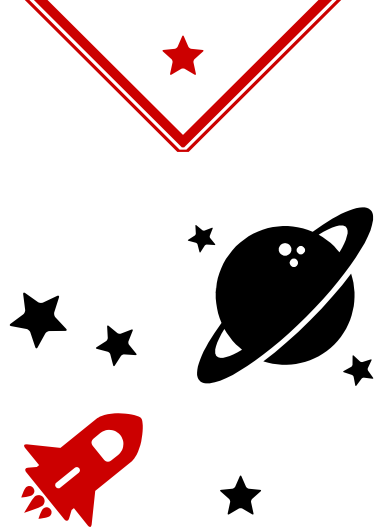
9. Avoid Circumlocution

Original	Revised
In the given circumstances, our suggestion is to forestall the company's decision of retrenchment of its trusted employees especially when suitable replacements would not be easy to come by.	We do not suggest retrenchment of experienced and trusted employees for it is generally difficult to replace them.
In the present moment of time, the mobile phone industry has witnessed a mad scramble for more customer orientation with all the major players in the field attempting to secure their clientele with inducements that are far too luring for the average customer to put a resistance to.	At present all the major mobile phone companies are trying to attract customers and secure clientele by launching attractive schemes which are difficult for an average customer to resist.



10. Avoid Discriminatory Writing

Original	Revised
Each consultant has to submit his project proposal before the next team meeting.	All consultants have to submit their project proposal before the next team meeting.
The stewardess helped to calm down the passengers.	The flight attendant helped to calm down the passengers.
A ramp has been constructed for disabled people/ wheelchair-bound people.	A ramp has been constructed for people with disabilities/ wheelchair users.
Terms that indicate race, ethnicity, gender, sexual orientation and disability can be discriminating and negative-sounding. Please do your research, as these are sensitive issues, and use politically correct and positive terms. You can politely ask people from different ethnicities or sexual orientations how they want to be addressed.	



THAT'S ALL, FOLKS!