Technical writing’s goal is to convey as much information to an audience as possible with as much clarity as possible. In her presentation, “Sentence Structure of Technical Writing,” Nicole Kelley emphasizes keeping sentences concise and informative by leaving out long names and unnecessary details. Many technical papers have long, wordy sentences that confuse the reader. Kelley, a writing instructor at the Massachusetts Institute of Technology, advises against including extraneous details by combining repetitive sentences and information. By combining sentences, a writer can include much more information in each sentence of a paper while significantly decreasing the length of the paper. In addition to sentence length, a sentence’s phrasing can affect how a reader interprets information. The most important information in a sentence should come first, just as a thesis comes at the beginning of a paper.

Kelley also focuses on diction and warns the writer against using excessively complex words, which are often used to pad the length of a paper. For example, a writer can replace the word “utilization” with “use,” or the word “facilitate” with “cause.” Word choice should also be assertive in order to convey confidence and avoid ambiguity. Specifically, the writer should avoid passive voice and replace passive phrases with their counterparts in active voice. It is imperative that both sentence structure and wording are kept straightforward, because the objective of technical writing is to transfer as much information in a way that is understandable to the audience.