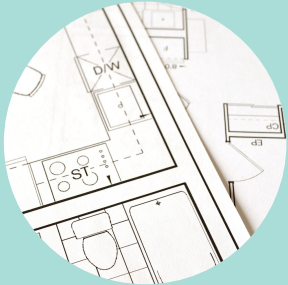


TECHNICAL WRITING STEPS

#1: Plan



Decide what you are going to include in your document: what is the purpose? Who is the audience?

#2: Research



Research the relevant information. Do not worry about format; gather information from a variety of sources

#3: Organize



Create an outline. What information will be included? Where will it be? Are all the points being communicated?

#4: Write



Begin writing. Do not worry about spelling or grammar; simply put the words on paper

#5: Review



Check for grammar and spelling. Finalize the document. Ask a peer to review before publishing.