

TWW Stage 2 of The Technical Writing Workshop

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1: Syntactic cues

Using syntactic cues to reduce ambiguity and increase clarity and understanding.

2: Modal auxiliary verbs

can, may, might, could, should, have to, must, will, shall

3: Numbers

Special difficulties in combining words and numbers, with examples.

4: Technical descriptions of systems using transition

Using transition to link ideas and information together and thus improve readability.

5: Punctuation

Hyphens, em dashes, en dashes, exclamation marks, quotation marks, parentheses, slashes, colons, semicolons, apostrophes, commas.

6: Capitalization

Capital letters in trade names, subheadings and chapters, bullets lists, technical terms and acronyms

7: Grammar

Past, present, and future time in technical documentation, active and passive structures, difficulties with the -ing form of the verb, explaining the use of adverbs, articles, countable and uncountable nouns, pronouns,

8: Dimensions

Writing and managing the vocabulary of dimensions of an object, structures to avoid, common errors

9: Basic lists

Invoicing sentence, parallelism, punctuation in lists, capitalisation.

10: Content reduction

How to shorten descriptive text without removing any relevant information.

11: Safety warnings and cautions

Levels for warnings, STE recommendations.

12: Better sentence structure

The elements of sentence structure, dangling, jammed and misplaced modifiers, wordiness, parallel structure, separation of subject and verb, preposition and object, concise versus wordy, highlighting information in a sentence, splitting sentences, combining information in instructions

13: Prepositions

40 example sentences of prepositions of movement, direction, position, proximity, time, method, special purpose, typical problem areas for Swedish speakers/writers, 60 examples of errors, preposition self-test

14: Good structure in instructions

38 absolute requirements for writing good instructions

15: Better vocabulary choices

Simple alternatives to 45 complex words and 25 phrases, 54 confusing word pairs, 30 unnecessary modifiers, random list of well-known words to be avoided in technical documentation (but suitable in software documentation)

16: Special trouble areas

Special vocabulary usage problems, ambiguous reference, personal style