TWW Stage 2 of The Technical Writing Workshop

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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