

Homework 1: Good Technical Writing

Presentation by Michael Fry

Watch Your Tenses!

- Always write in third person
- Pick only one of the following:
 - Past tense
 - Present tense
 - Future tense

Proper Wording

- Your writing should be clear
 - Write only as much as the assignment needs
 - Do not abbreviate
 - Do not let your words vacillate
- Avoid words that slow active writing
 - Do not use the verb “to be”
 - Do not use the word “it”
 - Use Pronouns infrequently

Do Not Be Sloppy!

- Type everything
- Ask the question: “Does this make sense?”
- **(Don't)** Do not use contractions.
- Read the directions again
 - Did I answer the question asked?
 - Did I follow the guidelines properly?

Proper Content

- Do not write opinions. This includes:
 - “I believe”
 - “I think”
 - “In my opinion”
- Defend yourself
 - Use footnotes
 - Quote experts, but avoid *their* opinions
 - Add tables and graphs where appropriate