

# Effective Technical Writing

## The Landscape

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- Define Technical Writing
- Identify Characteristics of Technical Writing
- Distinguish Between Two Commonly Used Technical Writing Styles
- Classify the Challenges That Technical Writers Face

## The Maps

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- Distinguish Among the Elements of Technical Documents
- Identify a Full Range of Technical Documents with a Solid Structure
- Use Templates to Jumpstart the Writing Process

## The Technical Writing Process

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- Overcome Writer's Block
- Generate Ideas Through an Efficient Writing Process

## The Technical Writing Product

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- Evaluate Technical Data Based on the Writer's Purpose and the Readers' Concerns
- Assess Your Own Writing Style Based on the Audience

## Organizing Ideas

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- Compose Effective Patterns of Technical Writing
- Structure the Format to Enhance Presentations and Ideas
- Use Linking Words and Phrases in Sentences and Paragraphs

## Visualizing Ideas

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- Apply Best Practices for Displaying Visual Information
- Use the Full Range of Illustrations in Technical Writing

## Editing at the Sentence Level

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- Identify Common Sentence Problems and Their Solutions
- Edit Imprecise, Unclear, or Wordy Sentences
- Combine Sentences for Fluency
- Edit Sentences for Active Voice
- Edit Sentences for Parallel Structure

## Editing at the Word Level

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- Choose Correct Grammar, Words, Punctuation, and Mechanics
- Summarize Complex Issues with Authority