

H E A L T H P H Y S I C S S O C I E T Y

What Every CHP Should Know About Technical Writing

Linnea Wahl, CHP
HPS Web Ops
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- Analyze your audience
- Know your purpose
- Organize your material
- Choose the right words
- Write clear sentences
- Construct logical paragraphs
- DON'T plagiarize
- Improve your writing

Analyze your audience





Know your purpose

- I. INTRODUCTION
- II. BASIC RULES
 - A. Analyze audience
 - 1. Types
 - a. Primary audience
 - (1) Regulators
 - (a) EPA
 - (b) Etc.

Choose the right words



This:



Not this: The calf was roped.

Avoid zombie nouns

-ance

-ivity

-ment



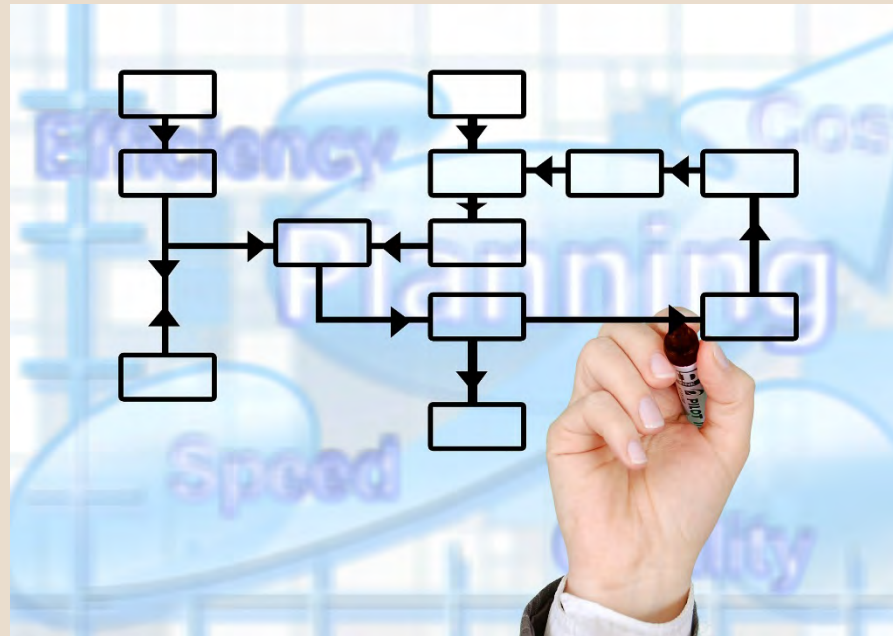
-ism

-ation

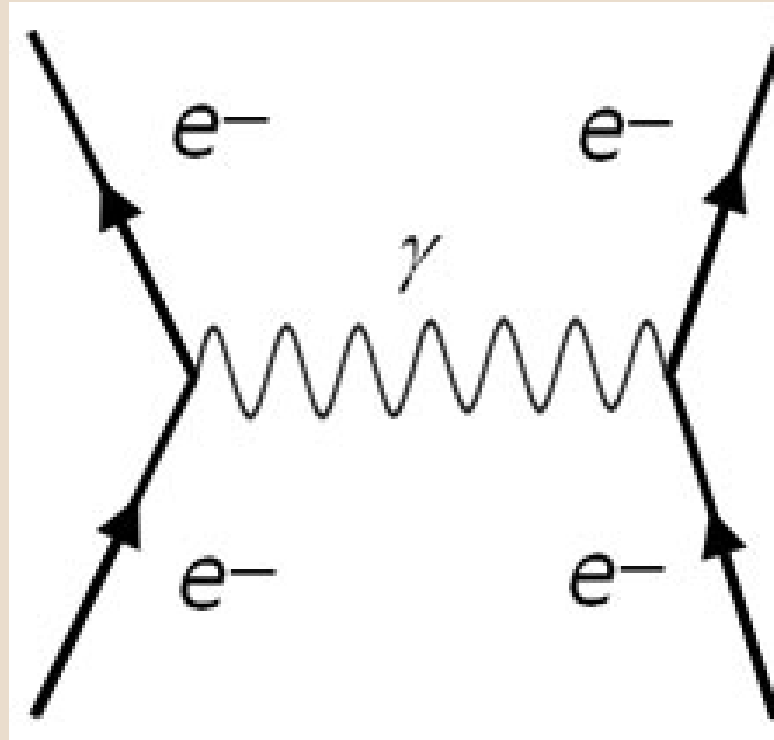
-ability

Keep it short:
<30–40 words/sentence

Build logical paragraphs



Avoid the “Curse of Knowledge”



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Thou shall not plagiarize



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- Read it out loud
- Put it away
- Ask someone else

Improve



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Thank you!



“The other day I shot an elephant in my pajamas.”

“How he got in my
pajamas, I’ll never know.”

--G. Marx