What Every CHP Should Know About Technical Writing

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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”
Thou shall not plagiarize
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• Read it out loud
• Put it away
• Ask someone else
Improve
• Analyze your audience
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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