TRM 316/ISAT 366 Technical Writing

Things to consider when completing writing assignments.

With all of your writing assignments, consider the three phases in the writing process: Planning, Drafting, and Revising.

Before getting started with any of the writing projects in this course, take some time to **plan** it out by determining the purpose of the assignment; generating some ideas; and figuring out how you are going to organize your writing before actually getting started.

Once you have properly planned for the writing, sit down and write (**draft**). While writing, think about your word choices and your sentence structures. Also, think about how your sentences flow together. Are they choppy and disjointed or are they long and difficult to read or do they flow from one idea to the next nicely? Use spell checker, grammar checker, dictionaries, reference manuals, etc. Get your tools together!

After (and while) you write, **revise** it. You should READ your document. You could have someone else read it. Remember to try reading it backwards to see if you can find spelling errors, etc.

Although on your early documents, I don’t have a specific rating scale for the eight measures of excellence, those are areas I will consider when reading over your assignments, and I would like you to consider when writing.

Measures of excellence in technical communication:

1. Honesty
2. Clarity
3. Accuracy
4. Comprehensive
5. Accessibility
6. Conciseness
7. Professional Appearance
8. Correctness