

Technical Writing Style

Conventional Opening:

Report into Firewall Software

Background

The IT Assessment Group has drawn this report together to examine the alternative ways of protecting the company's data. In particular, the concept of firewall software, defined as software that can be used to protect an organization from viruses and unauthorized entry (into databases) and its use within the organization is assessed. In order to assess the alternatives available, six independent technical evaluators were briefed on the company's databases, existing procedures. This report draws on the conclusions of the six evaluators.

Essential Information:

Firewall Software

Protecting the Company's Data

Firewall software is essential to protect the company's databases from viruses or unauthorized access. By investing \$20,000 in the latest software, the company will safeguard its 30,000 customer records and accounts and protect itself against credit-card fraud — estimated to cost the industry \$2.5 billion a year.

Then, write down your sections and subsections, and review them. Drop ones that are not essential. Then work out the best order to let readers pick out the information they need.

2. Write your headings using strong verbs and specific nouns. When you have your sections and subsections, give them headings with strong, active verbs and specific nouns, which will make your writing more direct and interesting. For example:

Standard Headings

The Mechanization of Auto Assembly

1. Present Method
2. Need for Change
3. Proposed Method
4. Warehouse
5. Factory
6. Shipping Depot
7. Office
8. Cost Comparisons
9. Recommendation

Headings with Strong Verbs and Specific Nouns

Mechanizing Auto Assembly

1. How the Assembly Line Works
2. Adopting a Mechanized Assembly Line
3. Choosing the Just-in-Time Principle
4. Warehouse — Keeping Enough Stock
5. Factory — Updating the Assembly Link
6. Shipping Depot — Meeting Order Deadlines
7. Office — Checking the Paperwork Saving
8. Costs and Improved Turnaround Times
9. Adopting a Mechnized Auto Assembly

Technical Style Technical Writing In A Digital Age

JR Anderson



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