

## Technical Report Writing Tips

Be specific. Avoid being vague.

Don't generalize.

Don't make assertions you cannot prove. However you can suggest something might be possible and needs investigation.

Use technical and scientific terminology when appropriate. Don't use technical and scientific terminology just to impress.

Know what you are talking about. If you're uncertain, do some research.

Keep your writing clear and to the point with short sentences.

Use proper grammar and punctuation.

Sequence your descriptions so they build your narrative logically. Paint a picture with your words.

Construct useful and readable maps. Refer to them in your report.

Use source materials and cite them.

Make the voice and style of the report consistent throughout.

Edit without mercy. Don't take cuts personally.

Make your report easy on the eyes. Use line breaks to give the eyes breathing room. Use a clear 12 pt font consistently throughout your report. Don't overuse bold, italics and underlining.

Use tables to summarize information or to make lists.

Keep graphs simple and focused on backing up your ideas & conclusions presented in the text.

Don't worry about overusing certain verbs and adjectives. Technical writing is not prose.

Talk up to the reader, not down. Assume the reader knows more than you think they do. That said, know your audience and tailor your language appropriately.