



Core Principles

Clarity & Conciseness

Principle: Ensure your writing is easily understood by the target audience.

- Use simple, direct language.
- Avoid jargon and technical terms unless necessary and clearly defined.
- Write short, focused sentences.

Techniques:

- Eliminate unnecessary words and phrases.
- Use active voice whenever possible.
- Provide context for technical terms.

Example:

- **Unclear:** "The system's operational parameters were observed to be deviating from the anticipated performance envelope."
- **Clear:** "The system performed outside the expected range."

Accuracy & Precision

Principle: Provide accurate and precise information to avoid errors and misunderstandings.

- Verify all facts, figures, and data.
- Use precise language and avoid ambiguity.
- Cite sources when necessary.

Techniques:

- Double-check calculations and measurements.
- Use consistent terminology.
- Provide specific details rather than general statements.

Example:

- **Imprecise:** "The device is very fast."
- **Precise:** "The device processes 1000 transactions per second."

Audience Awareness

Principle: Tailor your writing to the knowledge level and needs of your target audience.

- Consider the audience's technical expertise.
- Anticipate their questions and provide relevant information.
- Use appropriate tone and level of detail.

Techniques:

- Define technical terms for a less technical audience.
- Provide examples and illustrations for complex concepts.
- Avoid condescending or overly simplistic language.

Example:

- **For experts:** "Implement the FOO algorithm for optimal performance."
- **For non-experts:** "Use the FOO algorithm, a method to improve performance, by following these steps..."

Style Guidelines

Grammar & Mechanics

Subject-Verb Agreement: Ensure the verb agrees in number with its subject.

- **Incorrect:** "The list of features are extensive."
- **Correct:** "The list of features is extensive."

Pronoun Agreement: Ensure pronouns agree in number and gender with their antecedents.

- **Incorrect:** "Each user should configure their settings."
- **Correct:** "Each user should configure his or her settings." or "All users should configure their settings."

Punctuation: Use correct punctuation to clarify meaning.

- Use commas to separate items in a list.
- Use semicolons to join related independent clauses.
- Use colons to introduce lists, explanations, or examples.

Voice & Tone

Active Voice: Use active voice for clarity and directness.

- **Passive:** "The report was written by the team."
- **Active:** "The team wrote the report."

Tone: Maintain a professional, objective, and respectful tone.

- Avoid overly informal language.
- Avoid biased or subjective statements.
- Use inclusive language.

Word Choice: Choose words carefully to convey the intended meaning.

- Avoid jargon and slang.
- Use precise and unambiguous language.
- Consider the connotations of words.

Formatting & Layout

Headings: Use clear and descriptive headings to organize content.

- Use a consistent heading hierarchy.
- Keep headings concise.
- Use headings to guide the reader.

Lists: Use bulleted or numbered lists to present information concisely.

- Use bulleted lists for unordered items.
- Use numbered lists for sequential steps or ranked items.
- Keep list items parallel in structure.

Visuals: Use diagrams, charts, and screenshots to illustrate concepts.

- Label all visuals clearly.
- Refer to visuals in the text.
- Ensure visuals are relevant and contribute to understanding.

Template Usage

Document Templates

Purpose: Document templates provide a pre-formatted structure for common document types.

- Ensure consistency across documents.
- Save time and effort in formatting.
- Help maintain a professional appearance.

Types:

- **User Manuals:** Guides for end-users on how to use a product or service.
- **API Documentation:** Reference materials for developers on how to integrate with an API.
- **Technical Specifications:** Detailed descriptions of a product's design and functionality.

Best Practices:

- Choose the appropriate template for the document type.
- Customize the template to fit the specific needs of the project.
- Follow the template's guidelines for formatting and content.

Content Templates

Purpose: Content templates provide pre-written text or outlines for specific sections of a document.

- Ensure completeness and accuracy of information.
- Provide a starting point for writing complex sections.
- Help maintain a consistent tone and style.

Types:

- **Introduction:** Template for introducing the document's purpose and scope.
- **Procedure:** Template for describing a step-by-step process.
- **Troubleshooting:** Template for addressing common issues and solutions.

Best Practices:

- Adapt the template to the specific context of the document.
- Fill in the placeholders with accurate and relevant information.
- Review and revise the template content to ensure clarity and correctness.

Code Templates

Purpose: Code templates provide pre-written code snippets or outlines for common programming tasks.

- Ensure consistency and correctness of code.
- Save time and effort in writing repetitive code.
- Help maintain a clean and organized codebase.

Types:

- **Function Header:** Template for defining the input and output of a function.
- **Error Handling:** Template for handling potential errors in code.
- **Data Validation:** Template for validating user input.

Best Practices:

- Use code templates to enforce coding standards.
- Customize the template to fit the specific needs of the project.
- Document the purpose and usage of each code template.

Review & Editing

Self-Review

Readability:

- Check for sentence length and complexity.
- Use active voice where appropriate.
- Eliminate unnecessary jargon.

Clarity:

- Ensure each sentence conveys a clear message.
- Use specific and concrete language.
- Avoid ambiguity.

Completeness:

- Verify all information is present and accurate.
- Include necessary details and context.
- Address all relevant questions.

Peer Review

Purpose:

- Identify areas for improvement from a fresh perspective.
- Catch errors or omissions missed during self-review.
- Ensure the document meets the needs of the target audience.

Process:

- Provide clear instructions to reviewers.
- Encourage constructive feedback.
- Be open to suggestions and criticism.

Focus Areas:

- Accuracy and completeness of information.
- Clarity and readability of the text.
- Suitability for the target audience.

Editing

Grammar and Spelling:

- Correct any grammatical errors.
- Ensure consistent spelling.
- Use a grammar and spell checker as a starting point.

Style and Tone:

- Maintain a consistent style throughout the document.
- Ensure the tone is appropriate for the audience.
- Follow established style guidelines.

Formatting:

- Ensure consistent formatting of headings, lists, and tables.
- Use appropriate font sizes and styles.
- Check for proper alignment and spacing.