

Technical Writing Guidelines

Mr. Hagberg Room 47

Your writing should be clearly understood.

Description:

Describe all parts by identifying them as part 1, part 2, & etc. Identify top, front, sides, and bottom surfaces. Include all dimensions for each part. That includes measurements of each surface, any angles, arcs, triangles or circles.

Instruct: You will instruct someone who is assembling the parts. Identify each part for each step. Use prepositions, such as under, over, beside, & etc.

Sequence: Parts will need to be assembled in order. Practice assembling the parts while you write your report.

Write a rough draft, revise, and write a finished draft.