Developing an Appropriate Writing Style

Writing Style

- Write Simply
  - Avoid jargon
  - Use familiar words
  - Replace phrases with words
  - Edit

Use Structure

- Write Forcefully
  - Use concrete subject
  - Use action verbs
  - Use present tense
  - Start sentence with subject
  - Follow subject with verb

Write Concisely

- Delete negative words
- Delete unnecessary words

Gender

- Pluralize
- Restructure

Use Graphics

- Numbers
- Flowcharts
- Tables of specification
- Tables