Principles of Technical Writing

Principle #1: Decide whom are your writing for!

Principle #2: Decide on the information needs of your user

Principle #3: Decide on the way you are going to address your user - which S&Gs to apply

Principle #4: Decide on the deliverable to create

Principle #5: Decide on the tool you will use to create your content

Principle #6: Decide on the structure of your content

Principle #7: Decide on the information channel you are going to use

Principle #8: Write the documentation

Principle #9: Use images and videos as appropriate

Principle #10: Publish your first version

Principle #11: Collect input and improve the content

Principle #12: Repeat

**My Notes** ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Exercise: Write an instruction that will let a beginner user start the calculator application on your mobile phone using the principles above:

1. Who are you writing for? My target user is: ………………………………………………………………………………………………………………………………………………
2. What information does my user need? ………………………………………………………………………………………………………………………………………………
3. I am going to use ………………………………………………………………………………………………………… style.
4. I am going to develop a ……………………………………………………………………………………… deliverable.
5. I shall create my instructions using ………………………………………………………………………………………………
6. I shall structure my content in the following way: ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………
7. Here is my documentation: ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

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