User Guides, Manuals, and Technical Writing: A Guide to Professional English (Guides to Professional English)

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This book is intended for anyone whose job involves writing formal documentation. It is aimed at non-native speakers of English, but should also be of use for native speakers who have no training in technical writing.

Technical writing is a skill that you can learn and this book outlines some simple ideas for writing clear documentation that will reflect well on your company, its image and its brand.

The book has four parts:

Structure and Content: Through examples, you will learn best practices in writing the various sections of a manual and what content to include.

Clear Unambiguous English: You will learn how to write short clear sentences and paragraphs whose meaning will be immediately clear to the reader.

Layout and Order Information: Here you will find guidelines on style issues, e.g., headings, bullets, punctuation and capitalization.

Typical Grammar and Vocabulary Mistakes: This section is divided alphabetically and covers grammatical and vocabulary issues that are typical of user manuals.

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